





## February

DATE      WORKFLOW



# March

DATE    WORKFLOW



DATE	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
4/15		



May

Academic Affairs

DATE 5/8	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
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## June

DATE	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
6/1	<b>Faculty Seeking Tenure Mid-Year</b>	Post recommendations on tenure to the secure site, if either the department/school committee or the department/school chair or both are recommending tenure and provide a copy of the recommendation to the faculty member.
		Advise the faculty member, providing a copy to the dean and provost and vice president for academic affairs, if neither the department/school committee nor the department/school chair recommends tenure.
6/8	<b>Faculty Seeking Promotion in Rank</b>	Provide the names of external reviewers to the dean.
6/15		Dean submits an agreed upon list of external reviewers to the provost and vice president for



July

Academic Affairs

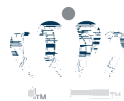
DATE	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
N/A	N/A	N/A





# August

DATE	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
8/1	<b>Lecturers and Senior Lecturers Seeking Promotion</b>	Confirm and report applications for promotion to Senior Lecturer and Master Lecturer to the office of Academic Affairs.
8/8	<b>Clinical Faculty Seeking Promotion</b>	Provide the names of external reviewers to the dean.
8/15		





DATE	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
10/1*	<b>Tenured Faculty for Eminent Scholar Designation</b>	Convene department/school committee and ensure complete application packets are available for review.
10/1		



DATE	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
11/1	<b>Faculty Seeking Conversion of a Non-Tenure Eligible Position to a Tenure-Eligible Position</b> <b>Faculty Seeking Conversion from Lecturer Ranks to a Non-Tenure Eligible Clinical Track Position</b>	Post recommendation on conversion of a non-tenure eligible position to tenure-eligible to the secure site.
11/3	<b>Lecturers and Clinical Assistant Professors</b> (Beyond Their First Year of Employment)	Submit materials from faculty member for evaluation to

