



February

DATE WORKFLOW

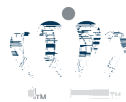


March

DATE WORKFLOW



DATE	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
4/15		



May

Academic Affairs

DATE 5/8	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
-------------	----------	--------------------------------



June

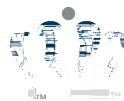
DATE	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
6/1	Faculty Seeking Tenure Mid-Year	Post recommendations on tenure to the secure site, if either the department/school committee or the department/school chair or both are recommending tenure and provide a copy of the recommendation to the faculty member.
		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	Faculty Seeking Promotion in Rank	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	Lecturers and Senior Lecturers Seeking Promotion	
8/8	Clinical Faculty Seeking Promotion	Provide the names of external reviewers to the dean.
8/15		





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



DATE	WORKFLOW	DEPARTMENT/SCHOOL CHAIR SHALL:
11/1	Faculty Seeking Conversion of a Non-Tenure Eligible Position to a Tenure-Eligible Position Faculty Seeking Conversion from Lecturer Ranks to a Non-Tenure Eligible Clinical Track Position	Post recommendation on conversion of a non-tenure eligible position to tenure-eligible to the secure site.
11/3	Lecturers and Clinical Assistant Professors ()	

Submit materials from faculty member for evaluation to

