

Approximate Calendar for Important Dates

January	15 th	5-Year Post-Tenure Faculty Review materials due to the peer review committee.
	16 th	P&T: CCG report due to the CPH Dean's Office.
February	6 th	P&T: All materials due to the Provost Office.
March	1 st	5-Year Post Tenure Faculty Review peer review committee report due to DEO.
	31 st	Probationary, 5-year Post-Tenure, Clinical Track Annual, Research Track Annual, Instructional Track Annual, and Reappointment Review materials due to the CPH Dean's Office.
April	30 th	Tenured Annual Review (including Post-Tenure Effort Allocation on review form) materials due to the CPH Dean's Office.
May		
June	30 th	CVs need to be updated in the Academic Profiles database. CPH Dean's Office will run reports on 7/1.
July	1 st	P&T: Candidate must notify DEO of intention to apply for promotion.
	15 th	P&T: DEO notifies Dean's Office of all candidates for promotion.
August	1 st	P&T: Candidate send list of 4 potential external reviewers to DEO.
	15 th	P&T: Selection process of external reviewers begins.
September	2 nd	P&T: Dossier due to DEO.
	8 th	P&T: Internal review by DCG begins.
	15 th	P&T: DEO sends materials to external letter writers.
October	31 st	P&T: Target date for receipt of external letters of evaluation.
November	1 st	Mentoring plans for new faculty due to the CPH Dean's Office.
	3 rd	P&T: DCG report due to DEO.
December	12 th	P&T: Promotion materials due to the CPH Dean's Office.