

<b>Weekday</b>	<b>Date</b>	<b>Activity</b>
	Early February	Establish timetable for review and distribute to candidates undergoing review
Wednesday	March 1, 2017	Deadline for faculty to request review for promotion to Full Professor
Wednesday	May 2, 2018	Candidates must provide names of potential external referees
Saturday	June 2, 2018	Candidates must provide research description, updated cv and publications for external referees
	June, 2018	Solicitation of external letters
Thursday	August 2, 2018	Candidate's (research, teaching, service) narratives must be submitted
Thursday	September 13, 2018	Senior faculty (P&T committee) meets on candidate(s) and votes by secret ballot -> vote reported immediately by committee chair to department head
Monday	September 17, 2018	Chair of P&T committee must distribute draft of committee report to committee
Thursday	September 20, 2018	Final P&T committee report must be added to dossier
Saturday	September 22, 2018	Dissenting opinions must be added to dossier
Monday	September 24, 2018	Dept head's evaluation must be added to dossier
Thursday	September 27, 2018	Dossier must be available to candidate for comments/signature
Monday	October 1, 2018	Dossier due to CAS

**Dossier Due at Dean's Office**

**10/1/18**