

| Weekday | Date | Activity |
|----------------|---------------------------|---|
| | 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 |
| | Monday May 1, 2017 | Candidates must provide names of potential external referees |
| Wednesday | May 31, 2017 | Candidates must provide research description, updated cv and publications for external referees |
| | June, 2017 | Solicitation of external letters |
| Monday | July 31, 2017 | Candidate's (research, teaching, service) narratives must be submitted |
| Monday | September 11, 2017 | Senior faculty (P&T committee) meets on candidate(s) and votes by secret ballot -> vote reported immediately by committee chair to department head |
| | Friday September 15, 2017 | Chair of P&T committee must distribute draft of committee report to committee |
| Monday | September 18, 2017 | Final P&T committee report must be added to dossier |
| Wednesday | September 20, 2017 | Dept head's evaluation must be added to dossier |
| | Friday September 22, 2017 | Dissenting opinions must be added to dossier |
| Monday | September 25, 2017 | Dossier must be available to candidate for comments/signature |
| | Friday September 29, 2017 | Dossier due to CAS |

Dossier Due at Dean's Office 9/29/2017