

UNAC Review Schedule for Tenure/Promotion, 4th Year Pre-Tenure Review, and 6th Year Post-Tenure Review

Corresponds with the UNAC CBA effective January 1, 2008 – December 31, 2010

| DATES* | ACTION |
|---------------------|--|
| Prior academic year | Candidates who wish to stand for promotion and/or tenure prior to their mandatory year must notify the Provost's Office and their dean or director of their intent to do so no later than the last day of the prior academic year. |
| Prior academic year | All candidates who will stand for promotion and/or tenure during the next academic year will submit a current CV and a list of two external reviewers to their dean/director no later the last day of the current academic year. |
| June 30 | Dean/director will distribute candidate's CV to the two external reviewers and up to two additional external reviewers selected by the dean/director. |
| Sept 1 | Letters from the external reviewers are due to deans' offices and will be included in candidates' files as they are received. |
| Oct 2 | Candidate submits file to dean/director. |
| Oct 3 | Dean/director passes file to department head/chair if desired. |
| Oct 10 | Department head/chair evaluation due to dean/dir.; <i>copy to candidate.</i> |
| Oct 17 | Candidate response (optional) re: dept head/chair review due to the dean/director. |
| Oct 18 | Dean/director submits file to unit-peer review committee. |
| Nov 10 | Unit-peer committee's recommendation due to the dean/director; <i>copy to candidate.</i> |
| Nov 17 | Candidate response (optional) re: unit peer recommendation due to dean/dir. |
| Nov 18 | Dean/director begins review of file |
| Dec 12 | Dean/director recommendation due to Provost; <i>copy to candidate.</i> |
| Dec 19 | Candidate response (optional) re: dean/dir recommendation due to Provost. Files are transferred the Provost's Office. |
| Dec 20 | Provost submits file to the University-Wide Review Committee |
| Feb 7 | University-wide recommendation due to the Provost; <i>copy to candidate</i> |
| Feb 14 | Candidate response (optional) re: University-Wide recommendation due to the Provost |
| Feb 15 | Provost begins review of file |
| March 30 | Provost's recommendation due to Chancellor; <i>copy to candidate.</i> |
| April 5 | Candidate response (optional) re: Provost's recommendation due to Chanc. |
| April 6 | Chancellor begins review of file |
| May 1 | Chancellor's decision for all promotion and tenure files due; <i>original to candidate.</i> |

*All dates are taken from section 9.2.5 of the UNAC CBA.

*If the date falls on a Saturday, materials are due the previous Friday. If the date falls on a Sunday, materials are due the following Monday.