

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

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	Promotion/Tenure Only: 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	Promotion/Tenure Only: 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> This is the final level of review for 4 th Year Pre-Tenure files and Post-Tenure files.
April 5	Candidate response (optional) re: Provost's recommendation due to Chanc.
April 6	Promotion/Tenure Only: Chancellor begins review of file
May 1	Chancellor's decision for all promotion and tenure files due; <i>original to candidate.</i>

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

*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.