

CHS Promotion & Tenure Timeline

4/2018

| Date | P&T Candidates (CAN) | Department Chair/School Director (DC/SD) | CHS Promotion & Tenure Committee (CHSPTC) | Dean's Office (DO) |
|------------------------|---|---|--|--|
| March | If you are considering P&T and have not already had a peer review of your teaching, arrange for one. | Identify CAN for following academic year | | Provide timeline for P&T process |
| April 1 | Review and familiarize yourself with College and Provost P&T documents - note which materials are from last year so you don't operate under outdated information. | Notify DO of CAN for following academic year Begin to identify external reviewers for CAN, per guidelines found at www.provost.iastate.edu/faculty-and-staff-resources/advancement and in the Faculty Handbook Identify members of dept/school P&T committee for following year If applicable, fill vacancy on CHSPTC by April 15 | | Receive CAN names Schedule date/time for CHS P&T meeting (late April - early May) using non-teaching times of CAN |
| April 15 | | Inform DO of CHSPTC representative for upcoming year and chair of dept/school PTC | | Receive names of CHSPTC representatives and invite them to meetings |
| Late April - Early May | Attend CHS P&T meeting Meet w/ DC/SD - Overview of whole process, timeline, and next steps - Suggestions for external reviewers - Supplemental materials deadline | Attend Provost P&T meeting and bring dept/school PTC chair Attend CHS P&T meeting Meet w/ CAN by May 1 - Overview whole process, timeline, and next steps - Suggestions for external reviewers - Supplemental materials deadline | Attend Provost P&T meeting (by invitation) Attend CHS P&T meeting | Attend Provost P&T meeting Facilitate CHS P&T meetings |
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| May 1 | Dossier preparation starts - due to DC/SD by June 15* Supplemental materials preparation starts - due to DC/SD no later than Aug 15 (DC/SD may set earlier deadline) | Invite external reviewers to provide reviews | | |
| May - June 1 | Prepare dossier and solicit feedback from mentor(s) and DC/SD | Review dossiers / give feedback to CAN Follow up with external reviewers for commitment | | |
| By June 15* | Dossier complete and given to DC/SD *This dossier may vary by unit. | Mail dossier / materials to external reviewers | | |
| Aug 15 | | External review letters to DC/SD - follow up with reviewers who are late - final deadline Sept 1 DC/SD and support staff compile dossiers and supplemental materials for department review | | Send meeting request to Dean, Assoc Dean, and CHSPTC members - schedule for Sept 1-30 |
| Sept 1 - 30 | | | Attend meeting w/ DO - DO thanks / charge - Timeline - Future meetings - Elect CHSPTC Chair Notify DO of future meetings / elected Chair | Attend meeting w/ CHSPTC - DO thanks / charge - Timeline - Committee meets without DO presence Request name of CHSPTC Chair after meeting |

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| Sept 1 - Oct 15 | | Department/School P&T Committee (DSPTC) meets and reviews dossiers and supplemental materials | | Clarify date for submission to Office of the SVPP |
| Oct 15 | | DSPTC reports votes/outcome to DC/SD | | |
| Oct 15 - Nov 1 | | DC/SD prepares chair evaluation for dossier DC/SD and support staff prepare dossiers and supplemental materials for submission to DO | | |
| Nov 1 | | P&T materials due to DO - 1 PDF File organized according to guidelines provided by DO | | P&T materials due to DO Preliminary check and communication with DC/SDs about issues |
| Nov 1 - Dec 15 <i>(or first business day after)</i> | | | Review dossiers / supplemental materials, prepare college committee evaluation for dossier, report votes / outcome to DO | |
| Dec 15 - May | Early Jan - provide update memo, correct typos, etc. when DO asks | | | Dean's review; SVPP review; Board of Regents review |
| Mid Dec - Mid Jan | | | | Review dossiers / supplemental materials, prepare dean evaluation for dossier |
| Early Jan | When requested by DO, provide update memo re: status changes on | | | Request update memo and corrections to materials from CAN |

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| | grants, publications, awards, etc. -AND- make corrections to errors in materials | | | |
| Mid Jan | | | | Submit dossiers to SVPP |
| Late Jan - early Feb | | | | Dean meets with SVPP |
| Late April - Early May | | | | Board of Regents announcement; University announces; SVPP notifies CAN/DC/SD; supplemental materials ready for CAN to pick up |
| Post-Dean/SVPP debrief meeting | | | Attend meeting w/ DO - DO thanks / update - Review of process - Upcoming new hires and the CHSPTC role in those - Elect CHSPTC Chair for upcoming year | Attend meeting w/ CHSPTC - DO thanks / update - Review of process - Upcoming new hires and the CHSPTC role in those - Committee elects Chair Request name of CHSPTC Chair after meeting |