



Spring Cycle Annual Review Schedule (Assistant Professors and Untenured Associate Professors)

Please refer to Section 2 of the Rules and Procedures of the Faculty for process details.

The department chair and/or dean's office must inform the candidate and the Provost's Office about any concerns in meeting the Provost Office deadline.

Steps in Annual Review Process:

Confirming Candidates for Review:

1. **December 1 Deadline:** The Provost's Office will provide each college with a list of assistant professors and untenured associate professors due for annual review in the upcoming academic year (Spring Cycle)
2. **December 15 Deadline:** The Dean's Office will review the list with their departments for accuracy and notify the Provost Office of any discrepancies.

Elective tenure extension requests received after this date will not be applied to this review (parenthood and medical requests will be dealt with on a case-by-case basis). Faculty on the confirmed list from the Deans' office will be expected to complete an annual review during this review period.

Interfolio:

1. Candidates may begin to upload materials in January.
2. **March 1 Deadline:** Dossiers are due to the Department Chair.
3. **May 15 Deadline:** Dossiers are due to the College Dean Office.
4. **June 15 Deadline:** Dossiers are due to the Provost Office.

The Provost expects quality checks at each level to ensure all documents are included in the dossier.