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## Fall 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.

**Each individual college is responsible for defining a schedule to ensure timely submission deadlines to accommodate a December 31<sup>st</sup> deadline to the Provost Office.** The department chair and/or dean's office must inform the candidate and the Provost's Office about any concerns in meeting the deadline.

### Steps in Annual Review Process:

#### Confirming Candidates for Review:

1. By **July 1<sup>st</sup>** of each year, 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.
2. The Dean's Office will review this list with their departments for accuracy and notify the Provost Office of any discrepancies.

#### Lyterati:

1. Candidates may begin to upload materials to Lyterati in **mid-August**, when the modules have been launched and announced for the fall semester.
2. Candidates, department chairs, and all other faculty reviewers and individuals involved in the review process must follow individual college timelines to ensure timely submission of the dossier from the dean to the Provost Office by **December 31<sup>st</sup>**.

*The provost expects quality checks at each level to ensure all documents are included in Lyterati to avoid having to send the dossier back for corrections. College Level Administrators are responsible for completing a full review of the online dossier to ensure all letters are uploaded and buckets are completed in the Lyterati system before submitting the dossier to the dean.*