



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. Department chairs must consult with dean's office to ensure any college-specific guidelines are followed for additional requirements.

Each individual college is responsible for defining a schedule to ensure timely submission deadlines to accommodate a June 1st 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 1st** 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-January**, when the modules have been launched and announced for the spring 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 **June 1st**.

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.