



## **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 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. February 1 Deadline: Dossiers are due to Department Chair.
3. May 15 Deadline: Dossiers are due to College Dean Office.
4. June 15 Deadline: Dossiers are due to Provost Office.

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