ANNUAL REVIEW SCHEDULE

This schedule should be used for Annual Reviews of Assistant Professors and Untenured Associate Professors

See R&P 2.2.4.1, "Untenured faculty," for detailed information on the process.

- FOR UNTENURED FACULTY HIRED IN THE FALL SEMESTER -

By 15 August – The Provost's Office will ensure Banner is updated for Assistant / Associate Professors due for an annual review. The lists will then be loaded in the Lyterati system. College Level Administrators must run a **Promotion and Tenure Attributes Report** in the Lyterati system for a list of faculty names who are scheduled for annual review during the upcoming AY review cycle (ex. "**AR2022 for Annual Review**" would be selected under "**Next Review Description**" for on and off-cycle reviews in academic year 2021-2022).

By 15 September – The Deans' offices will confirm with the Provost's Office a final list of Assistant and Associate Professors (without tenure) due for an annual review in the spring. Please Note: 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.

By 1 February – Assistant/Associate Professors compile their online dossier in Lyterati and submit to the Department Chair level. The Department Chairperson will review the dossier and give access to faculty evaluators involved in the review process. A meeting is convened to discuss the case.

By 15 May – The Chairperson writes and circulates a department summary among the department/faculty evaluators for approval. The Chair then provides a copy to the candidate without disclosing the statements or opinions of individual evaluators. The Assistant/Associate professor must provide a written response or declination to respond to the summary evaluation letter. The Chairperson is responsible for uploading the department summary and candidate's response to Lyterati and completing all required fields in the system. The dossier is forwarded to the College Level Administrator's level in Lyterati to complete a quality check before submitting to the Dean's level.

By 15 June – Dean reviews the online dossier and submits to the Provost's level.

- FOR UNTENURED FACULTY HIRED DURING THE SPRING SEMESTER -

By 15 August – By 1 August - The Provost's Office will ensure Banner is updated for Assistant / Associate Professors due for an annual review. The lists will then be loaded in the Lyterati system. College Level Administrators must run a **Promotion and Tenure Attributes Report** in the Lyterati system for a list of faculty names who are scheduled for annual review during the upcoming AY review cycle (ex. "**AR2022 for Annual Review**" would be selected under "**Next Review Description**" for on and off-cycle reviews in academic year 2021-2022).

By 15 September – The Deans' offices will confirm with the Provost's Office a final list of Assistant and Associate Professors (without tenure) due for an annual review in the fall.
Please Note: 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.

By 15 October – Assistant/Associate Professors compile their online dossier in Lyterati and submit to the Department Chair level. The Department Chairperson will review the dossier and give access to faculty evaluators involved in the review process. A meeting is convened to discuss the case.

By 15 December – The Chairperson writes and circulates a department summary among the department/faculty evaluators for approval. The Chair then provides a copy to the candidate without disclosing the statements or opinions of individual evaluators. The Assistant/Associate professor must provide a written response or declination to respond to the summary

evaluation letter. The Chairperson is responsible for uploading the department summary and candidate's response to Lyterati and completing all required fields in the system. The dossier is forwarded to the College Level Administrator's level in Lyterati to complete a quality check before submitting to the Dean's level.

By 31 December – Dean reviews the online dossier and submits to the Provost's level.

1.7.2021