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## Triennial Review Schedule for Tenured Associate Professors

Please refer to Section 2 of the Rules and Procedures of the Faculty for process details. Departments chairs should consult with dean's office to ensure any college-specific guidelines are followed for additional requirements.

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 Triennial Review Process:

#### Confirming Candidates for Review:

1. May 1 Deadline: The Provost's Office will provide each college with a list of tenured associate professors due for triennial review in the upcoming academic year.
2. May 15 Deadline: The Dean's Office will review list with their departments for accuracy and notify the Provost Office of any discrepancies. Faculty members who wish to postpone their scheduled triennial review must submit a written request to the dean through the department chair.
3. July 1 Deadline: Dean provides the Provost Office with a list of approved postponements and confirms faculty for triennial review.

#### Interfolio:

1. Candidates may begin to upload materials in August and September.
2. October 15 Deadline: Dossiers are due to Department Chair.
3. December 15 Deadline: Dossiers are due to College Dean Office.
4. December 31 Deadline: Dossiers are due to Provost Office.

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