

Deadline	Documents	Actions
June 30 th		Dept Chair (DC): notifies Faculty Affairs Committee (FAC) and members of the Dept Review Committee (DRC)* of Candidates seeking promotion.
Aug 3 rd	Candidate: 1) list of external reviewers 2) signed CV	Candidate: chooses an Advocate ** and sends their name and a proposed list of external reviewers to DC along with their signed CV. DC: approves external reviewers and sends this list plus the name of the advocate to FAC; and requests letters from external reviewers.
Sept. 1 st	Candidate: 1) lists of upcoming teaching activities 2) list of past year's pre-recorded teaching 3) Teaching Portfolio	Candidate: Sends list of upcoming and recorded teaching activities, plus a hardcopy of their Teaching Portfolio to <u>both</u> the Vice Chair of Education (VCE) and the FAC Chair. FAC: appoints a member to the Peer Review Teaching Committee (PRTC) and notifies VCE. VCE: chairs and coordinates PRTC activities including scheduling observations, meetings and report preparation.
Nov 1 st	Candidate: provides their summary of scholarly activity and service and a copy of CV to the Advocate for presentation to DRC. VCE: provides PRTC report and portfolio to Advocate. DC: Deadline for receipt of letters from external reviewers to the DC.	Advocate: Distributes signed CV, summary of research and service, PRTC report to DRC members . A complete set of Promotion Documents including the Teaching Portfolio will be available for members of the DRC in the office of the Advocate or the FAC appointee to the PRTC. DC: forwards copies of external reviewer letters to Advocate and originals to chair of FAC.
Dec 1 st	Advocate: Draft DRC summary letter	DC: schedules but does not attend DRC meeting. DRC: Advocate chairs the meeting and provides overview of candidate. DRC evaluates the candidate based on criteria outlined in the Faculty Handbook. An anonymous (paper ballot) vote is taken by the committee. The vote separately addresses scholarship, teaching and service, each of which is judged as Distinguished, Excellent with Promise of Distinction, Excellent or Good as specified in the Faculty Handbook. Advocate: Advocate and one other DRC member tallies votes. Advocate drafts summary of the DRC discussion. Letter explicitly lists the results of the vote in scholarship, teaching and service. Draft summary letter is circulated to attendees at the DRC for review and comments. DRC members present at the meeting are assumed to be in agreement if they do not respond to the content two weeks after receipt of the draft.
Dec 15 th	Advocate: Final DRC summary letter	Advocate: Forwards DRC summary letter to DC and Chair of FAC. All other documentation (CV, summary of research and service, external letters, PRTC report and portfolio) is forwarded to FAC.
Jan 15 th	DC: Chair's recommendation letter.	DC: Forwards recommendation letter to FAC
April 1 st	FAC Chair: Draft FAC recommendation letter	FAC Chair and FAC: following review of all documents using criteria in the Faculty Handbook Chair circulates draft recommendation letter to FAC for review and approval.
April 5 th	FAC Chair: Final FAC recommendation letter	FAC Chair Sends final FAC recommendation letter to Dean, together with all documentation from Candidate, DRC, Chair and external reviewers.

***DRC:** Defined as all Faculty in the Department at or above the rank being sought. The candidate and the Department Chair **do not attend** the meeting. A minimum of five faculty are required to constitute a quorum. In those cases where a dept does not have five appropriate faculty members, the additional members will be selected from other Depts. The FAC will select the additional member from a list of two faculty members recommended by the candidate's Dept Chair.

****Advocate:** The advocate must hold a faculty ranking at the rank being sought by the candidate as a voting member of the DRC. This individual will serve on the PRTC and present a review of the candidate's scholarship, teaching and service to the DRC.