**3rd-Year Post-Tenure Review Timeline and File Review Process**

**Early Fall Term/Semester (check with School/College)**

The department head notifies candidate of impending 3rd-year review and sets submission deadlines.

**Late Fall/Early January (check with School/College)**

The faculty member fills out 3PTR Report Form and submits CV and other materials as applicable.

The department head reviews materials and writes a brief statement.

The department head sends statement to faculty member, who has 14 days to respond.

**Late January (check with School/College)**

The Dean fills out brief cover sheet.

**April 1: Files due to Office of the Provost from the Dean**

The Provost’s Office reviews file and notifies the faculty member of the review results by **July 1**, including the decision on whether a development plan is warranted.

**Development plan**

If a development plan is requested, the faculty member will work with the dean and department head to craft the plan, which is due to the Office of the Provost **October 20.**