**Timeline and File Review Process**

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| **Fall Term** Department Head contacts the candidate and requests the following:   * Election of criteria, if applicable * Curriculum vitae * Candidate’s personal statement * Scholarship documentation * Additional teaching documentation (if not already included in statement and CV) * Additional service documentation (if not already included in statement and CV)   The faculty member is responsible for preparing the documents listed above and submitting them to the department head by the assigned date. |
| **Fall Term** The department assembles the following documents:   * Original offer letter * Peer review(s) of teaching * Student Experiences of Teaching Report (Cognos) * Instructor reflection report (optional) |
| **Fall/Early Winter Term** Department committee reviews file and writes a report addressing the candidate’s scholarship, teaching, and service and providing an assessment of progress toward tenure and promotion. |
| **Winter Term**  Department Head prepares an independent evaluation of the candidate’s scholarship, teaching, and service and progress toward tenure and promotion. This evaluation should include a recommendation of renewal or non-renewal of the contract and, if the recommendation is for renewal, the recommended duration of the new contract.  The department head’s report must be shared with the candidate and allow ten business days from receipt of the report for the candidate to provide any written response or additional materials, including any such materials in the file. |
| **Winter Term** The complete file is submitted to the dean of the school or college. The dean will do the following:   * Prepare an independent report and recommend renewal or non-renewal of the contract. * Provide the dean’s report and recommendation to the candidate and allow 14 days from receipt of the report for the candidate to provide any written response or additional materials, including any such materials in the file. |
| **April 1** School/College submits the following to OtP on April 1:   * Department faculty committee report * Department Head report * Dean’s report * Candidate’s personal statement * Curriculum vitae * Responsive material, if applicable |
| **June 1** OtP will notify the candidate of the review decision and contract renewal by **June 1**. The summary report is to be placed in the candidate’s departmental or college personnel file. |