



## FULL TIME FACULTY ACTION ANNUAL TIMELINE FOR DEAN'S OFFICE

April 9, 2013

Mid June	Dean's Office requests faculty list of the College of Medicine from Human Resources. List is checked for accuracy and configuration of required actions
Early July	Dean's Office sends faculty list to Department Chairs and Chairs Assistants with annual instructions, deadlines, request Department Assistants to review the list for accuracy and any discrepancies, determine the reappointment decisions required in their department and to forward names of faculty members who will be put forward for promotion. Deadline August 1
By August 1	Dean's Office reviews the faculty list with each Department Assistant for accuracy, review required reappointments and receive list of faculty members who will be put forward for promotion
By end of August	Facilitate New Faculty Standards committee election or appointment
September – October	Dean's Office works with all Department Assistants to clarify process and answer questions regarding the variety of faculty actions in process
November 1	<p>Dossiers are due in Dean's Office, hard copy and electronically</p> <ul style="list-style-type: none"> <li>• Dossiers are checked for section completion and bookmarking</li> <li>• Dossiers are downloaded to "Share Point"</li> <li>• The Faculty Standards Committee members are given access to "Share Point" adjustments made for conflicts</li> </ul>
Early November	<p>Dean's Office</p> <ul style="list-style-type: none"> <li>• Assigns Primary and Secondary Reviewers</li> <li>• Schedules orientation meeting with Dean, Assistant Dean and Committee</li> <li>• Schedule additional review meetings for Committee</li> </ul>
By December 15	<p>College Level Review - Associate Professor, Tenure Pathway 1<sup>st</sup> reappointment with 6 months' notice – Green Sheets</p> <ul style="list-style-type: none"> <li>• Green Sheets reviewed by the Faculty Standards Committee</li> <li>• Primary Review Statement is provided to the Dean</li> <li>• Chair's Summary Statement is provided to the Dean</li> <li>• Dossier has been reviewed by the Dean</li> </ul>

- The Dean writes his evaluation (Dean's Statement)
- Letter of reappointment or non-reappointment is sent to the faculty member with copy of statements from the Faculty Standards Committee and Dean.

By December 15<sup>th</sup>

College Level Review - Annual Review Form, Assistant Professors on the Educator, Clinical and Research Scholar Pathway, 1<sup>st</sup> reappointment with 6 months' notice

- Annual Review Form has been reviewed by the Dean and letter of reappointment or non-reappointment has been sent to faculty member

By mid January

College Level and University Level Reviews - All Green Sheets are completed Promotions and 2<sup>nd</sup> reappointments for Tenure Pathway Faculty

- Reviewed by the COM Faculty Standards Committee
- Primary Review Statement is provided to the Dean
- Chair's Summary Statement is provided to the Dean
- Reviewed by the Dean
- The Dean writes his evaluation (Dean's Statement) for approval or non-approval of Promotion, reappointment or non-reappointment.
- Dean's Office send an email to faculty members notifying them of the Dean's decision with copies of all statements, a timeline to send a rebuttal statement if they choose and informing them that their dossier will be forwarded to the Provost Office for final review by the Professional Standards Committee and Provost.
- Faculty Standards Committee Statements, Dean's Statements and signature page are added to electronic file in "Share Point"
- The Provost and Professional Standards Committee is given access to "Share Point" to review dossiers
- Signature Page for all dossiers are delivered to Provost Office

February 1

College Level Review, Annual Review Form for Research Associates, 1<sup>st</sup> reappointment with 3 months' notice is due

By February 15

College Level Review, Research Associates

- Annual Review Form has been reviewed by the Dean and letter of reappointment or non-reappointment has been sent to faculty member

By June 30

Faculty receive a letter of notification from the Dean notifying the decision of the Provost with copies of the Provost letter and Professional Standards Committee Statement if so exist