

**College of Education and Human Development
3rd Year Reviews – Tenure/NonTenure Track
2017-2018 Timeline**

September 2017	<p>Executive Associate Dean for Faculty Affairs</p> <ul style="list-style-type: none"> • Provide list of candidates to Dept. Head <p>Department Heads</p> <ul style="list-style-type: none"> • Identify candidates; report corrections and additions to Assoc. Dean • Share draft form letter for external reviewers with candidates* • Identify Department Review Committee
Sept. 29, 2017	<p>Department Heads</p> <ul style="list-style-type: none"> • Provide final list of upcoming candidates to Associate Dean (include a valid address for candidate to receive the Dean's recommendation letter)
Sept. – Nov.	<p>Candidate</p> <ul style="list-style-type: none"> • Nominate external reviewers (a slate of 6 reviewers is to be identified)* • Assemble materials for external reviewers (i.e., candidate statement, vitae, sample publications and other materials as appropriate) • Submit final draft of materials for external reviewers to Dept. Head <p>Department Heads</p> <ul style="list-style-type: none"> • Communicate specific deadlines for candidates to have materials submitted • External reviewers selected (at least one from candidate's and Dept. Review Committee lists)* • Review and approve candidate's materials for external reviewers (can be done by the Dept. Review Committee as well); revised by candidate if necessary • Contact identified external reviewers and request participation • Send candidate's materials to external reviewers <p>Department Review Committee</p> <ul style="list-style-type: none"> • Nominate external reviewers (a slate of 6 reviewers is to be identified)* <p>College Review Committee</p> <ul style="list-style-type: none"> • Elected as needed
Dec. – Jan.	<p>Department Heads</p> <ul style="list-style-type: none"> • Collect external review letters

***External reviewers not required for non-tenure track 3rd year reviews *except* in the case of 3rd year review and promotion being submitted at the same time.**

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2017-2018 Timeline Continued**

Jan. – March 2018	<p><u>Department Heads</u></p> <ul style="list-style-type: none"> • Review candidate’s materials and prepare recommendation • Provide copy of Department Review Committee report to candidate • Review candidate’s materials and prepare recommendation <p><u>Department Review Committee</u></p> <ul style="list-style-type: none"> • Review candidate’s materials (i.e., statement, vitae, sample publications, other materials as appropriate, back-up material related to scholarship,, Teaching and Service) • Meet to discuss and vote on recommendation • Prepare written statement reporting recommendation and rationale • Forward recommendation to Department Head <p><u>Department</u></p> <ul style="list-style-type: none"> • Initiate preparation of candidate’s materials for review by college and Provost level evaluation per the Dean of Faculties Dossier cover sheet
March 9, 2018	<p><u>Department</u></p> <ul style="list-style-type: none"> • Forward candidate’s materials including Dossier cover sheet to Assoc. Dean for college level reviews <p><u>Department Heads</u></p> <ul style="list-style-type: none"> • Provide candidate copy of recommendation
March 19, 2018	<p><u>College Review Committee</u></p> <ul style="list-style-type: none"> • Candidate’s materials available for review
March 19th - April 6th	<p><u>College Review Committee</u></p> <ul style="list-style-type: none"> • Review candidate’s materials • Meet to discuss and vote on its recommendation • Prepare written statement reporting vote, recommendation and rationale
April 13, 2017	<p><u>College Review Committee</u></p> <ul style="list-style-type: none"> • Recommendation forwarded to Dean through Associate Dean <p><u>Executive Associate Dean for Faculty Affairs</u></p> <ul style="list-style-type: none"> • Provide copy of College Review Committee recommendation to candidate and Dept. Head
April 13th – May 4th	<p><u>Dean</u></p> <ul style="list-style-type: none"> • Review candidate’s materials and prepare recommendation
May 11, 2018	<p><u>Executive Associate Dean for Faculty Affairs</u></p> <ul style="list-style-type: none"> • Provide copy of Dean’s recommendation to candidate and Dept. Head • The 3rd year review process ends at the college level