



2023-2024 Midterm Review Timeline (All-Faculty) 2026-2027 Cohort

Party/Unit	Due Date	Action
Department Heads	September 2023	Department Heads <ul style="list-style-type: none"> Provide a list of upcoming mid-term review to Faculty Affairs Office. Begin soliciting potential external reviewer names from candidates and compiling a second list of potential reviewers from higher-ranked faculty in candidate's program and/or the same field of study
Candidate & Department Mentors	September – October 2023	<p>Candidate: Begin drafting/revising candidate statement, updating the vitae, and identifying sample publications and other materials as appropriate (see candidate checklist).</p> <p>Candidate-identified faculty mentors: candidate should share with mentors who conduct a feedback review for candidate's dossier to <u>assist the candidate in preparing a compelling dossier and proof reading/edits</u> before the dossier goes out to external reviewers.</p>
Candidate	By October 3, 2023	Candidate: Submits draft dossier and external review list to Department. (Note: for APT Faculty external reviews not required)
Department Heads	October 31, 2023	<p>Department Heads: Identify initial pool of external reviewers from peer institutions that reflects a balance of names from the candidate and names from the faculty in his/her program/discipline.</p> <p>IMPORTANT: Candidates should not have any contact with potential external reviewers to inquire about their willingness to write a letter.</p>
Department Administration		<p>Department Administrators: Review dossiers for compliance with University T&P Guidelines and returns to candidate if corrections are needed. Administrators ensure/attach for each candidate the following in Interfolio:</p> <ul style="list-style-type: none"> College/School Chart (just with your department info) Faculty Bio Faculty Tenure Table Faculty Summary Data Table Faculty Grants Chart
Department Heads & Department Administration	November 1, 2023	<p>Call for External Review Letters using Interfolio</p> <p>IMPORTANT: Dossiers must be complete and error free before external letter writers are contacted. Contact should be extended through Interfolio system (link) etc</p>
Department Heads & Department Administration	February 6, 2024	DUE DATE: External review letters due to department.



**Department P&T
Committee**

February 13, 2024

Department P&T Review Committee Dossier Review: P&T committee review Dossier & external letters submitted to Interfolio. Submit committee memos with vote and recommendation/rationale to the Department Head. Committee should review for errors and ask for corrections if applicable. Record vote, confidentiality agreement, and memo signature in Interfolio.

DUE DATE FOR REVIEW/RECOMMENDATION FROM COMMITTEE:
Departments set internal deadlines for Department Committee.

Department Head

Department Head Review: Conducts review of each candidate's dossier, external letters, and departmental P&T Committee letters and writes evaluations to Dean. Attaches vote and memo in Interfolio.

**Department Head &
Department Administratio**

March 14, 2024

Department Submits Midterm cases to the Dean level.

FAO Administration

March 14- 21, 2024

Faculty Affairs Office: Reviews dossiers for compliance with University T&P Guidelines; returns to Departments if corrections are needed.

**Dean's Level P&T
Committee**

March 21, 2024

School/Dean's level P&T Review Committee Dossier Review: The committee reviews dossier and all existing recommendations before drafting their recommendation/rationale to the Dean. Committee should review for errors and ask for corrections if applicable. Record vote, confidentiality agreement, and memo signature in Interfolio.

DUE DATE FOR REVIEW/RECOMMENDATION FROM COMMITTEE:
Faculty Affairs Office (FAO) will set internal deadlines for Department Committee. Recommendation forwarded to Dean through the Interfolio system.

Dean

April 22, 2024

Dean's Review: Dean will review full dossier and draft recommendation.

**Dean & Department
Heads & FAO
Administration**

May 13, 2024

NOTIFIES: Dean notifies all candidates of the dossier status through the Department Heads. End of Midterm Process.

Revised October 2023

****NOTE: dates subject to adjustment pending DOF posting annual schedule