





By Tuesday, January 14, EOB: Dean's Office sends a signed and verified FACT sheet for each candidate to the Interfolio email address. Candidate submits their full dossier via OneDrive.

*Note: The CV template (i.e., flow, order, elements) is required. You may choose the citation style (e.g., APA) for your publications, creative work, etc. You may delete areas not needed or add areas not included. But please keep the font, spacing, and margins.*

{CHP Only: By January 21, EOB: Letters of reference are due. Two reference letters are required, at least one within CHP.}

By Tuesday, January 28, EOB: Equity and the Pathway to Clinical Promotion session is held via Zoom for Department Chairs/Program Leads, committee members, and Deans (i.e., all those serving in a clinical promotion review). The Faculty Center will reach out with more information.

By Friday, January 31, EOB: Department TAP Committee, CHP CFPC, and Department Chair/Program Lead receive access to candidates' dossiers and begin their review.

*Note: For SOE and Sands, the first committee to receive cases will be the College/School TAP committee in March.*

By Tuesday, February 18, EOB: Department TAP Committee submits evaluations using the appropriate form to the Interfolio email address.

By Tuesday, February 25, EOB: Department Chair/Program Lead submits an independent evaluation using the appropriate form to the Interfolio email address.

By Friday, February 28, EOB: Faculty Center shares copies of the department TAP committee evaluation (which includes the committee vote and the Yes/No recommendation) and Department Chair/Program Lead evaluation with the candidate.

By Friday, February 28, EOB: College/School TAP Committee, CHP CFPC, and Dean receive access to candidates' dossiers and begin their review.

By Tuesday, March 11, EOB: College/School TAP Committee and CHP CFPC submit their evaluations using the appropriate form to the Interfolio email address. The written recommendation should provide reasoning on the tripartite indicators and vote counts. A minority report might also be submitted.

By Friday, March 14, EOB: Faculty Center shares a copy of the School/College TAP Committee or CHP CFPC evaluation with the candidate (which includes the committee vote and the Yes/No recommendation).

By Tuesday, March 25, EOB: Dean submits evaluations using the appropriate form to the Interfolio email address.

By Friday, March 28, EOB: Faculty Center shares a copy of the Dean evaluation form with the candidate.

By Friday, March 28, EOB: Faculty Center sends the case forward to the Office of the Provost for final approval.

By Tuesday, April 8, EOB: Faculty Center notifies the Dean about the decision regarding promotion by the Provost.

By Tuesday, April 15, EOB: Dean notifies the candidate of the final decision. All promotions are effective September 1.