

SBS TIMELINE FOR 3RD YEAR REVIEWS

(NOTE: TIMELINES FOR P&T/CS&P AND CAREER TRACK PROMOTION REVIEWS DIFFER)

Date	Point person	Action	Comments
Feb 1 (firm)	Head/ Director	SBS Dean's office requests preliminary list of candidates for 3 rd Year Review. At the time of this request, candidates will be in the 2 nd semester of their 2 nd year.	3 rd year reviews take place in the Fall semester of the 3 rd Year.
Feb 15 (firm)	H/D	H/D return preliminary list of candidates to SBS Faculty Affairs team.	Note: finalized lists required by April 30.
February - March	Provost SBS Faculty Affairs	Annual Workshop from the Provost Office updated instructions on Dossier preparation for P&T and CS&P. SBS Workshop follows shortly thereafter. WiseHUB opens for submissions of CVs and Personal Statements for review.	All CVs must confirm to UA requirements for P&T/ CS&P. The SBS Faculty Affairs team reviews for clarity, consistency, and compliance.
April 30 (firm)	H/D	SBS needs finalized list of all candidates going up the following year, including those who are going up "early" relative to the 6-year clock.	
June 15 (firm)	Candidates	Candidate CVs must be uploaded for review (note: the system opens for review beginning of March).	The SBS Faculty Affairs team reviews for clarity, consistency, and compliance. Note that this is considerably later than for P&T/CS&P, since CVs don't need to be sent to external reviewers.
September 15 (recommended)	H/D Unit committee	Completed dossiers and packets due to the unit. Unit committee should begin their review.	Both the unit committee and the unit faculty will need a chance to review and weigh in before the dossier goes to the unit H/D.
October 15 (recommended)	H/D	Dossier submitted to Head/Director for review and evaluation	
Nov 1 (firm)	H/D	3 rd Year retention dossiers due to SBS Dean's office.	No external reviewer letters needed. Note that letter of evaluation in the case of 3 rd Year reviews go to the candidate, though the Dean needs to see the letters beforehand. See SBS Guidelines for 3rd Year Reviews .
Through winter break	SBS Dean	Dean and/or Associate Dean for Faculty Affairs and Inclusion review/s dossiers.	Letters from H/D to the candidate are reviewed by the Dean(s), and should include both summative and formative feedback and specific recommendations moving forward. Letters should not be overly-predictive.
Mid-January	H/D	Completed dossiers are returned to the unit, and the letter to the candidate from the H/D is delivered.	