

# SBS TIMELINE FOR PROMOTION & TENURE/ CONTINUING STATUS & PROMOTION

(NOTE: TIMELINES FOR 3RD YEAR REVIEWS AND CAREER TRACK PROMOTION REVIEWS DIFFER)

Date	Point person	Action	Comments
<b>Feb 1 (firm)</b>	<b>H/D</b>	SBS Dean's office requests preliminary list of candidates for P&T/CS &P.	
<b>Feb 15 (firm)</b>	<b>H/D</b>	H/D return preliminary list of candidates to SBS Faculty Affairs team.	Note: finalized lists required by April 15.
Early Spring	<b>Provost</b>  <b>SBS Faculty Affairs</b>	Annual Workshop from the Provost Office updated instructions on Dossier preparation for P&T and CS&P.  SBS Workshop follows shortly thereafter.  <a href="#">WiseHUB</a> open 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.
March 15 (recommended)	<b>H/D</b>	First contact with potential external reviewers.	This contact is to get on people's calendars; materials will not yet be ready. See "Template for Early Solicitation of External Reviewers."  For those candidates who decide between mid-March and the April 15 deadline to participate, external reviewers should be contacted as soon as candidate commits to participating in the upcoming cycle.
<b>April 15 (firm)</b>	<b>H/D</b>	SBS needs finalized list of all candidates going up the following year.	Decisions made any later make it difficult for units to get external reviewers.
<b>May 15 (firm)</b>	<b>Candidates</b>	Candidate CVs must be <a href="#">uploaded for review</a> in WiseHub (note: the system opens for review early Spring).	
May 30 (recommended)	<b>Candidates</b>	Completed dossiers and packets for external reviewers due to the unit.	
June 15 (recommended)	<b>H/D</b>	Latest that letters should be requested from external evaluators.	Many reviewers will already be booked by this date; earlier is better. There is no firm "reviewers must be requested by" date but by summer most reviewers are booked.

# SBS TIMELINE FOR PROMOTION & TENURE/ CONTINUING STATUS & PROMOTION

(NOTE: TIMELINES FOR 3RD YEAR REVIEWS AND CAREER TRACK PROMOTION REVIEWS DIFFER)

September 1 (recommended)	<b>H/D</b>  <b>Unit committee</b>	All external evaluation letters should be received.  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.
September 30 (recommended)	<b>H/D</b>	Dossier submitted to Head/Director for review and evaluation.	Completed dossiers are due to the Dean's office by Oct. 15, so H/D should consider how much time they need to write their own letters to make that deadline.  By policy, H/D inform candidate of their recommendations in writing (simply whether the H/D recommended for or against promotion; no confidential information from the review should be included).
<b>Oct 15 (firm)</b>	<b>H/D</b>	P&T and CS&P dossiers due to SBS Dean's office.	Note: 3 <sup>rd</sup> Year Review dossiers are not due until Nov. 1. See <a href="#">SBS Guidelines for 3<sup>rd</sup> Year Reviews</a> .
Through winter break	<b>SBS P&amp;T committee</b>	College P&T committee reviews dossiers.	The Dean then has until Jan 15 to complete the Dean's evaluations. By policy, the Dean informs candidate of their recommendation in writing (simply whether the Dean recommended for or against promotion; no confidential information from review should be included).
<b>Jan 15 (firm)</b>	<b>SBS Dean</b>	Completed dossiers are due to the Provost's office.	
<b>Feb 1 (firm)</b>	<b>H/D</b>	Deadline to requests additions to dossiers.	SBS practice is to encourage <b>only</b> those addendums that affect the disposition of the case (i.e., a prestigious new award, a new book contract, etc.).
Last week of April	<b>Provost</b>	Provost decision letters are sent via email and also hand-delivered.	
Last week of May	<b>President</b>	Appeal of Provost's decision due to the President.	