

## SBS TIMELINE FOR CAREER TRACK PROMOTION REVIEWS

(NOTE: TIMELINES FOR P&T/CS&P AND 3<sup>RD</sup> YEAR RETENTION REVIEWS DIFFER)

| Date                     | Point person                            | Action  | Comments  |
|--------------------------|---|---|---|
| Late Spring              | <b>SBS Faculty Affairs</b>              | SBS sends preliminary list of faculty eligible for CT promotion to H/D.   |   |
| <b>Early Fall</b>        | <b>H/D</b>                              | SBS needs finalized list of all candidates going up this academic year.   |   |
| October 15 (recommended) | <b>H/D</b><br><br><b>Unit committee</b> | Completed dossiers (for those in Professor titles) or Promotion Portfolios (for those in Lecturer titles) due to the unit.<br><br>Unit committee should begin their review. |   |
| December 1 (recommended) | <b>H/D</b>                              | Dossier submitted to Head/Director for review and evaluation  |   |
| <b>Jan 15 (firm)</b>     | <b>H/D</b>                              | <a href="#">Career Track dossiers</a> for those with Professor titles due to SBS Dean's office.   | No external reviewer letters needed. See <a href="#">SBS Guidelines for CT Professor Titles</a> . |
| <b>Feb 15 (firm)</b>     | <b>H/D</b>                              | Career Track <a href="#">promotion portfolios</a> for those in Lecturer titles due to the SBS Dean's office.  |   |
| Feb 15 <sup>th</sup>     | <b>SBS CT Promotion Committee</b>       | College Career Track Promotion Committee reviews dossiers.  | Note: promotion portfolios for those in Lecturer titles go directly to the Dean.                  |
| Spring Break             | <b>Dean</b>                             | Dean reviews dossiers and promotion portfolios.   |   |
| Late Spring              | <b>Provost</b>                          | Provost decision letters are sent via email.  |   |