

| When  | Task   | Who's responsible?  |
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| Continuous, but before Aug 1                                  | Digital Measures/CAS FSAS information updated  | Faculty   |
| Early August  | ABC HR sends proposed schedules and faculty tenure track status (Post, Mid) to Dept Heads  | ABC HR/Holliday to Heads  |
| Early August  | Summary statement w/P&T Chair name due to Exec. Associate Dean, with CC to CAS/HR on upcoming P&T cases  | Dept Heads to Exec. Assoc. Dean/cc ABC HR   |
| September 1   | Summary statement due to Provost on upcoming P&T cases   | Dean or Exec Assoc Dean cc ABC HR   |
| Fall P & T cases  | Dept. P & T Comm. Review and generate progress to tenure memo(s) for tenure track faculty  | Dept. P&T committee per Dept. code; route to Head, Head to ABC HR, ABC HR to Dean's Office for review   |
| Early September   | Dean, Exec. Assoc. Dean meets with Dept P&T committee Chairs   | Pritchett/Committee Chairs  |
| Sept. 8 <sup>th</sup>   | Sabbatical leave request form, Head's support letter, and MOU originals due to ABC HR/Joanna to further liaise to Dean's Office  | Heads to ABC HR/Holliday to Dean's Office   |
| Mid September   | Provost/EVP meets with individual deans to review upcoming P&T cases   | Provost to Dean   |
| Sept 19 <sup>th</sup>   | Dept Heads confirm post-tenure and mid-point review schedules from ABC HR/Holliday via email   | Heads to ABC HR/Holliday  |
| October 1 <sup>st</sup>                                       | Deans submit their post-tenure reviews and comprehensive mid-point review schedules to the Provost / EVP   | Exec. Associate Dean submits on behalf of the Dean and cc's ABC HR/Holliday   |
| November 1 <sup>st</sup>                                      | Promotion & Tenure Dossiers & Summary pages (word copy) due to Joanna Holliday, ABC HR. (1 master of originals, 3 duplicate paper copies, and 1 PDF with TABS emailed)                           | Dept Heads/P&T Committee Chairs to ABC HR   |
| November 14 <sup>th</sup>                                     | CAS P&T Dossier Review Meeting   | Dean, Exec Assoc Dean, Heads  |
| Mid Nov   | ABC HR solicits Heads for reappointment confirmation of 2 <sup>nd</sup> year faculty for Year 3/Coordinates with Deans for signatures  | ABC HR/Holliday to Dept Heads   |
| Mid Nov to Mid Dec  | P & T Dossiers and summary pages updated as needed   | Heads to Dean's Office to ABC HR/Holliday   |
| December 1 <sup>st</sup>                                      | Recommendations for Reappointments of 2 <sup>nd</sup> year faculty for Year 3 Due to Provost   | ABC HR/Holliday to Provost  |
| December 5 <sup>th</sup> -16 <sup>th</sup>                    | Preliminary evaluation meetings between Dept Head and Faculty Member   | Head to Faculty member  |
| December 15 <sup>th</sup>                                     | P& T Dossiers due to Provost (hard copy and pdf uploaded)  | ABC HR/Holliday on behalf of Dean   |
| Spring as applicable  | Dept. P & T Committee generates mid-point evaluation for tenure track faculty; copy to faculty, head and head further routes to ABC HR to liaise with Dean's Office                              | Dept. P & T Memo copy to individual faculty member and Head. Head further routes to ABC HR to liaise with Dean's Office; orig. returns to ABC HR, copy routes to Provost. |
| By mid February   | Dean meets with Dept Head on preliminary evaluation results, <b>no</b> signatures at this time on forms  | Dept Head/Dean's Office   |
| After meeting with Dean but by CAS internal March 15 deadline | 2 <sup>nd</sup> meeting between Dept Head and faculty member to finalize evaluation and sign   | Dept Head and individual faculty member   |
| Jan/Feb/Mar   | Faculty and Admin Pro (and State Classified as requested) complete online COI disclosures/Head routes conflicts to Reviewer Leach  | Faculty, AP to Head to Reviewer as needed   |
| Late January  | ABC HR solicits Heads for confirmation of 1 <sup>st</sup> year reappointments for year 2/Coordinates signatures with Deans   | ABC HR to Heads   |
| Early Feb   | ABC HR solicits confirmation of reappointment for 1 <sup>st</sup> year faculty for year 2  | ABC HR to Heads   |
| February 15 <sup>th</sup>                                     | Recommendations for Reappointments of 1 <sup>st</sup> year faculty for Year 2 due to Provost/EVP   | ABC HR to Head, Copy to Provost   |
| March 15 <sup>th</sup>  | Once forms are signed by Dept Head and faculty members, evaluation materials go to ABC HR/Holliday/Lynch. (i.e., faculty annual, mid-point review, and post-tenure (comprehensive) reviews due). | Head to ABC HR to Dean  |
| Feb/Mar   | ABC HR obtains dean signature on evaluation materials, digitizes and files originals, copies route to Provost  | ABC HR to Dean's Office to ABC HR to Provost  |
| April 1 <sup>st</sup>   | Faculty Annual, Post Tenure/Comprehensive due to Provost   | ABC HR to Provost   |
| May 1 <sup>st</sup>   | Mid Point Evaluations due to Provost   | ABC HR to Provost   |
| Feb/March/April   | COI Management Plans – new and updates   | Reviewer works with individuals/Dean's Office/ABC HR to collect and route forms   |
| Mid-April   | ABC HR solicits Heads for reappointment confirmation on 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> year faculty; coordinates signatures with Deans                  | ABC HR to Head  |

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| May 1st              | Reappointment Memos for 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> year faculty due | ABC HR to Provost                |
| May 1 <sup>st</sup>  | Mid Point Evaluations due to Provost   | ABC HR to Provost                |
| May 15 <sup>th</sup> | COI/Management Plans due to Provost  | ABC HR to route plans to Provost |