

College P&T Review Timeline 2018-19

- 1) Dean appoints members of the College P&T Committee for 2017-2018.
- 2) College P&T Committee meets to elect chair during August 30, 2018 charge meeting.
- 3) Dean's office staff set up a site for the P&T dossiers and supporting documents by November 1, 2018 making it available to all members of the College P&T Committee, Dean, Associates Deans for Administration and for Research and Faculty Affairs, Dean's office staff (Kim and Chelsea), and designated department staff member (usually head secretary).
- 4) Departments upload their materials to the appropriate department folder, creating a subfolder for each case, no later than November 29, 2018.
- 5) College P&T Committee meets on Thursday, December 6, 2018, 8:30 a.m. to noon in Pamplin 1028 to review cases.
- 6) College P&T Committee meets for final discussion and formal vote on Monday, December 10, 2018, 8:30 a.m. to noon in Pamplin 1028.
- 7) Chair completes first draft of Committee letter and meets with Department Heads by December 12, 2018 to review and to insure the letter appropriately reflects Department Head responses to concerns raised in the meeting.
- 8) Chair completes College P&T Committee letter draft and distributes to committee members December 14, 2018.
- 9) Committee comments and revisions due to Chair no later than 9:00 a.m. December 17, 2018, Chair finalizes letter and forwards final draft to Committee members, Dean, and Associate Dean for Research and Faculty Affairs by 5:00 p.m. December 18, 2018.
- 10) Departmental revisions to the dossiers and the department head letters should be completed and incorporated by January 3, 2019.
- 11) Chair circulates letter for signature by all Committee members. All Committee members must sign the letter no later than January 15, 2019
- 12) Chair forwards signed Committee letters to departments for insertion into dossiers and forwards copies to the Dean and Associate Dean for Research and Faculty Affairs by January 17, 2019.
- 13) Dean reviews dossiers, completes his letters, and forwards to departments by January 21, 2019;
- 14) Departments incorporate Committee letter and Dean's letter and upload revised dossiers to site by January 24, 2018.
- 15) Dean's office staff (Chelsea) uploads dossiers to Provost's site by January 29, 2019 deadline.