College Level Deadlines & Role Responsibilities

Tuesday, September 30, 2014
The dean designee has “View Only” privileges. The dean designee reviews the e-dossier for completeness by: (1) ensuring all documents are readable, belong to the candidate, and (2) forwarding the e-dossier (via the “Reviewed” button) to the chair of the college P&T committee. Non-electronic book-two dossiers are made available to the college P&T committee.

Thursday, October 23, 2014
The college committee chair coordinates the analysis of the candidate by: (1) completing the evaluation by typing within the provided area or uploading a document (pdf) within the eP&T system, (2) collecting and uploading the voting committee members’ signatures on the “Electronic Promotion & Tenure Signature List” within the eP&T system, and (3) forwarding (via the “Reviewed” button) the e-dossier to the dean designee.

Friday, October 24, 2014
The dean designee reviews the college P&T committee’s evaluation by: (1) ensuring the signature list uploaded, belongs to the candidate, (2) confirming the number of signatures matches the number of votes for the candidate, and (3) either forwarding the e-dossier (via the “Reviewed” button) to the candidate or recycling it to the college P&T committee for revisions. Within five calendar days, the candidate completes electronic acknowledgement of receipt and has the option to upload a response within the eP&T system.

Wednesday, October 29, 2014
The candidate reviews the college P&T committee’s evaluation. The candidate (1) acknowledges they have read the evaluation by checking the required certification box. They have the option to (2) upload a response within the eP&T system. The candidate (3) forwards the e-dossier (via the “Reviewed” button) to the college dean.

Wednesday, November 12, 2014
The dean completes an evaluation of the candidate by: (1) typing within the provided area or uploading a document (pdf) within the eP&T system and (2) forwarding the e-dossier (via the “Reviewed” button) to the candidate. Within five calendar days, the candidate completes electronic acknowledgement of receipt and has the option to upload a response within the eP&T system.

Wednesday, November 12, 2014 – Monday, November 17, 2014
The dean reviews all e-dossiers and non-electronic book-two dossiers for completeness by ensuring all documents are readable and belong to the candidate.
Monday, November 17, 2014
The candidate reviews the dean’s evaluation. The candidate (1) acknowledges they have read the evaluation by checking the required certification box. They have the option to (2) upload a response within the eP&T system. The candidate (3) forwards the e-dossier (via the “Reviewed” button) to the college dean.

Tuesday, November 18, 2014
The dean (1) reviews the candidate’s optional response (if applicable), and (2) forwards the e-dossier (via the “Reviewed” button) to the Office of Faculty Relations. Non-electronic book-two dossiers are hand-delivered to the Office of Faculty Relations (Millican Hall, 351).

Tuesday, November 18, 2014 – Thursday, December 11, 2014
The Office of Faculty Relations reviews all e-dossiers and non-electronic book-two dossiers for completeness.

Friday, December 12, 2014
The Office of Faculty Relations forwards all e-dossiers to the university P&T committee. Non-electronic book-two dossiers are made available to the university P&T committee.