University Level Deadlines & Role Responsibilities

**Friday, January 23, 2015**
The university 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 Office of Faculty Relations.

**Wednesday, January 28, 2015**
The Office of Faculty Relations reviews the university 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 university 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.

**Monday, February 2, 2015**
The candidate reviews the university 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 Office of Faculty Relations.

**Tuesday, February 3, 2015**
The Office of Faculty Relations forwards promotion and tenure dossiers to the provost. Non-electronic book-two dossiers are made available to the provost.

**Tuesday, February 3, 2015 – Friday, March 27, 2015**
The provost reviews all e-dossiers and non-electronic book two dossiers.

[This concludes activity in the eP&T system].

**Friday, March 27, 2015 – Friday, April 3, 2015**
The provost and president discuss the promotion and tenure candidates.

**Monday, April 13, 2015**
Hard copy notifications are sent to applicants with the provost and executive vice-president and president’s promotion and tenure decision.

**Thursday, May 28, 2015**
The tenure applicant dossiers are presented at the Board of Trustees (BOT) meeting for approval. Immediately following the BOT meeting, hard copy notifications are sent to applicants.