2013-2014 Timeline for Tenure Candidates

March 18  Inform Chair of plan to seek promotion and/or tenure during the 2013-2014 academic year.

April 1  Candidate and Department Chair submit two independently derived lists of potential external reviewers, accompanied by a statement about each that explains why each name was included along with email and other contact information. Provide electronic copy of current vita. (Dept. Chair provides 8 names and Candidate provides 8 names).

May 13  Candidate submits a flash drive containing electronic copies of materials to the Executive Associate Dean for study by the outside reviewers. This includes an up-to-date curriculum vitae (CV), a personal statement, plus a representative sample of materials in the declared area(s) of excellence (4-6 items), including samples of refereed publications, for distribution to the outside references selected by the Executive Associate Dean.

Aug. 19  Candidates for tenure submit their dossier to their Department Chair for reviews by the department Promotion and Tenure Committee and the Chair.

Sept. 30  Department Chair submits dossier to the Executive Associate Dean.

Oct. 21  School of SPH-B Promotion and Tenure Committee submit dossiers to the Dean of SPH-B.

Oct. 28  Dean completes dossiers.

Nov. 1  Tenure and Promotion dossiers delivered to Office of the Vice Provost for Faculty and Academic Affairs.
2013-2014 Timeline for Promotion Candidates

March 18  Inform Chair of plan to seek promotion during the 2013-2014 academic year.

April 1   Candidate and Department Chair submit two independently derived lists of potential external reviewers, accompanied by a statement about each that explains why each name was included along with email and other contact information. Provide electronic copy of current vita. (Dept. Chair provides 8 names and Candidate provides 8 names).

May 13   Candidate submits a flash drive containing electronic copies of materials to the Executive Associate Dean for study by the outside reviewers. This includes an up-to-date curriculum vitae (CV), a personal statement, plus a representative sample of materials in the declared area(s) of excellence (4-6 items), including samples of refereed publications, for distribution to the outside references selected by the Executive Associate Dean.

Sept. 2  Candidates for promotion submit their dossier to their Department Chair for reviews by the department Promotion Committee and the Chair.

Oct. 14  Department Chair submits dossier to the Executive Associate Dean.

Nov. 11  School of SPH-B Promotion Committee submits dossiers to the Dean of SPH-B.

Nov. 29  Dean completes dossiers.

Dec. 3   Promotion dossiers delivered to Office of the Vice Provost of Faculty and Academic Affairs.
2013-2014 Timeline for Research Scientist Candidates

2013

March 18  Inform Chair of plan to seek promotion during the 2013-2014 academic year.

April 1  Candidate and Department Chair submit two independently derived lists of potential external reviewers, accompanied by a statement about each that explains why each name was included along with email and other contact information. Provide electronic copy of current vita. In the case of promotion in Research Scientist ranks, Dept. Chair provides 8 names and Candidate provides 8 names. In the case of transition from Research Associate to Assistant Research Scientist, 6 names are provided by the candidate and 6 names are provided by the Chair.

May 13  Candidate submits a flash drive containing electronic copies of materials to the Executive Associate Dean for study by the outside reviewers. This includes an up-to-date curriculum vitae (CV), a personal statement, plus a representative sample of research materials (4-6 items), including samples of refereed publications, for distribution to the outside references selected by the Executive Associate Dean.

Oct. 10  Candidates for research scientist submit their dossier to their Department Chair for reviews by the department Promotion and Tenure Committee (for those seeking promotion to ranks other than Senior Research Scientist. Those seeking Senior Research Scientist are reviewed by the department Promotion Committee) and the Chair.

Nov. 1  Department Chair submits dossier to the Executive Associate Dean.

Dec. 9  For promotion to Associate Research Scientist, School of SPH-B Promotion and Tenure Committee submits dossier to the Dean of SPH-B. For promotion to Senior Research Scientist, School of SPH-B Promotion Committee submits dossiers to the Dean of SPH-B.

2014

Jan. 13  Dean completes dossiers.

Jan. 15  Promotion dossiers delivered to Office of the Vice Provost of Faculty and Academic Affairs.
2013-2014 Timeline for Senior Lecturer Candidates

2013

March 18  Inform Chair of plan to seek promotion during the 2013-2014 academic year.

April 1  Candidate and Department Chair submit two independently derived lists of potential external reviewers, accompanied by a statement about each that explains why each name was included along with email and other contact information. Provide electronic copy of current vita. Dept. Chair provides 8 names and Candidate provides 8 names.

May 13  Candidate submits a flash drive containing electronic copies of materials to the Executive Associate Dean for study by the outside reviewers. This includes an up-to-date curriculum vitae (CV), a personal statement, plus a representative sample of teaching materials (4-6 items), for distribution to the outside references selected by the Executive Associate Dean.

2014

Jan. 13  Candidates for senior lecturer submit their dossier to their Department Chair for reviews by the department Promotion and Tenure Committee and the Chair.

Feb. 3  Department Chair submits dossier to the Executive Associate Dean for review by the school Promotion and Tenure Committee.

Feb. 17  School of SPH-B Promotion and Tenure Committee submits dossier to the Dean of SPH-B.

Mar. 3  Dean completes dossiers.