

**Deadlines and Required Materials
for Review Applicants
2019-20**

	Second-Year Review	Fourth-Year Review	Tenure Review
February	Letter from Dean's office sent to Faculty under review and chairs.	Letter from Dean's office sent to Faculty under review and chairs.	Letter from Dean's office sent to Faculty under review and chairs.
April 1	Last day to submit requests for data from Institutional Research, Assessment, and Planning	Last day to submit requests for data from Institutional Research, Assessment, and Planning	Last day to submit requests for data from Institutional Research, Assessment, and Planning
May 1 (APM VI, p. 17)			Names of six (6) external reviewers submitted to the Dean's office. Names of three (3) internal colleagues submitted to the Dean's office.
June 1			Dean solicits letters of evaluation from four (4) of the six external reviewers submitted.
June 1	Moodle Groups sites created for faculty under review.	Moodle Groups sites created for faculty under review.	Moodle Groups sites created for faculty under review.
End of June			Alumni and student survey results available.
August 27 (Last Tuesday of August)	Moodle Groups site complete for chairs and all tenured members of the department. Chairs and all tenured members of the department given access to Moodle Groups site.	Moodle Groups site complete for chairs and all tenured members of the department. <i>*For 4th-year review plus early sabbatical: Aug. 2</i> Chairs and all tenured members of the department given access to Moodle Groups site.	Moodle Groups sites complete for chairs and all tenured members of the department. <i>*For External Reviewers: August 20.</i> Candidate sends relevant material directly to internal reviewers. Chairs and all tenured members of the department given access to Moodle Groups site.
September 17 (Third Tuesday of September)	Department letter due to the Dean's office. Access removed from candidate/dept and given to FS&P.	Department letter due to the Dean's office. <i>*For 4th-year review plus early sabbatical: Aug. 23</i> Access removed from candidate/dept and given to FS&P.	External and internal reviewer letters due to the Dean's office. Department letter due to the Dean's office. Access removed from candidate/dept and given to FS&P.