

Performed by	Candidate	Review Committee Chair	Review Committee (after consultation with candidate)	Candidate	Candidate and Review Committee	Candidate	Candidate	Review Committee
Action	Notifies Dean's Office of Intent to Stand or request extension to tenure clock*	Upload Review Committee Membership to Interfolio (for annual reviews, please submit to the Dean's office)	Upload colleague names to Interfolio	Upload student names to Interfolio	Upload external reviewer names to Interfolio	Submit Materials by...to...*	Upload scholarly materials for external review to Interfolio	Upload review committee report to Interfolio (SIGNED BY CANDIDATE) Note: Only annual reviews are submitted directly to the Dean's Office
Review Type								
Annual Review	--	April 30	--	--	--	October 30 to Review Committee Chair	--	December 15
Pre-tenure Review	--	April 30	April 30	April 30	--	August 15 to Interfolio	--	September 15
Tenure Review	April 15	April 30	April 30	April 30	April 30	September 15 to Interfolio	August 1	October 15
Associate Professor Review	--	April 30	April 30	--	--	June 30 to Interfolio	--	September 1
Full Professor Promotion Review	April 1	April 30	April 30	April 30	April 30	August 31 to Interfolio	August 1	September 30
	*Note: submit notification via email to Dean Leonard and Virginia Lora					*Note: After this deadline, no new information will be accepted except when requested by the Advisory Council or approved for inclusion by the Advisory Council at the candidate's request.		