

- Jan 17-22** The Dean checks that all required materials are present and in order. If not, the Dean requests immediate correction. The Dean calls a meeting of the College Promotion and/or Tenure Committee.
- Jan 22-Feb 1** All materials are made available to the College Promotion and/or Tenure Committee. At the first meeting of this Committee, it is charged with its tasks by the Dean, and it elects its Chair. This Committee starts its deliberation and meets as often as needed.
- Feb 1-14** The College Promotion and/or Tenure Committee discusses the materials and arrives at a recommendation.
- Feb 14** The Chair of the College Promotion and/or Tenure Committee forwards a written recommendation to the Dean, signed by all the committee members.
- Mar 1** All materials including the written recommendation are forwarded by the Dean to the Senior Vice President for Academic Affairs.
- Mar 2** Removal of access to all materials (date set by Academic Affairs).