



Sequence of Reviews and Dossier Format

- 1) Second-Year Provisional Review:
 - Prepare in official dossier format using Activity Insight and process outlined in [AC23](#)
 - Review by College Committee with letter of recommendation prepared by Committee Chair
 - Submit to Dean for review and letter of recommendation

- 2) Fourth-Year Provisional Review:
 - Prepare in official dossier format using Activity Insight and process outlined in [AC23](#)
 - Review by College Committee with letter of recommendation prepared by Committee Chair
 - Submit to Dean for review and letter of recommendation

- 3) Formal Third-Year or Special Fifth-Year Review:
 - These reviews are only done in special cases where having a formal interim review is deemed to be in the best interested of the faculty member and the College.
 - Prepare official dossier format using Activity Insight and process outlined in [AC23](#)
 - Review by College Committee with letter of recommendation prepared by Committee Chair
 - Submit to Dean for review and letter of recommendation

- 4) Sixth-Year Tenure and Promotion and Early Tenure Review:
 - Prepare in official dossier format using Activity Insight and process outlined in [AC23](#)
 - Dean will request mandatory external letters of assessment for all promotion and sixth-year dossiers.
 - Review by College Committee with letter of recommendation prepared by Committee Chair
 - Submit to Dean for review and letter of recommendation.
 - If positive recommendation by College Committee or Dean, forward to the University Promotion and Tenure Committee for their review and recommendation
 - Notification to tenure candidate if review is sent through to University P&T Committee or not
 - Discussion with candidate if negative recommendation
 - Administrative Assistant will submit dossier to Executive Vice President and Provost of the University if positive recommendation from University Committee
 - Award of tenure and/or promotion will be authorized by the President of the University on behalf of the University
 - Letter is sent to candidate confirming approval from President of University and College Dean