

**Deadlines and Required Materials  
for Review Applicants  
2021-22**

	<b>Second-Year Review</b>	<b>Fourth-Year Review</b>	<b>Tenure Review</b>
<b>Spring</b>	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.
<b>May 1 (APM VI, p. 17)</b>			Names of six (6) external reviewers submitted to the Dean's office.  Names of three (3) internal colleagues submitted to the Dean's office.
<b>June 1</b>			Dean solicits letters of evaluation from four (4) of the six external reviewers submitted.
<b>June 1</b>	Moodle Groups sites created for faculty under review.	Moodle Groups sites created for faculty under review.	Moodle Groups sites created for faculty under review.
<b>End of June</b>			Alumni and student survey results available.
<b>July 15</b>	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
<b>August 31 (Last Tuesday of August)</b>	<b>Moodle Groups site complete for chairs and all tenured members of the department.</b>  Chairs and all tenured members of the department given access to Moodle Groups site.	<b>Moodle Groups site complete for chairs and all tenured members of the department.</b> <i>*For 4<sup>th</sup>-year review plus early sabbatical: August 6</i>  Chairs and all tenured members of the department given access to Moodle Groups site.	<b>Moodle Groups sites complete for chairs and all tenured members of the department.</b> <i>*For External Reviewers: One week earlier (8/24/21)</i>  <b>Candidate sends relevant material directly to internal reviewers.</b>  Chairs and all tenured members of the department given access to Moodle Groups site.
<b>September 21 (Third Tuesday of September)</b>	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 4<sup>th</sup>-year review plus early sabbatical: August 20</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.