

Science Dean Time Line

Committee member names from departments	April 30, 2009
Update Emergency contact list & Tree	May, 2009
Tenure and Promotion Process	
• Get names of P/T and 3Y candidates from departments	April, 2009
• Send memo w/guidelines to dept. chairs (include Email to faculty as a reminder)	July/August, 2009
• Meet with P/T committee to decide timelines	September, 2009
• Portfolios due to Dean's Office for committee review	October, 2009
• P/T Committee Report to Dean	November, 2009
• Dean's P/T letter to Provost	November, 2009
• 3Y Review portfolios due to Dean's office	November, 2009
• P/T Portfolios due to Provost	December, 2009
• 3Y Review letter to Diane Alperin	March/April, 2010
• Letters to candidates from Gary (after letter comes from Board)	June/July, 2010
Fall Activity Reports (FAIR System)	December, 2009
DDI Reports due from Departments	December, 2009
Departmental Scholarship Awardees for Honors Convocation	March, 2010
Center Annual Reports	March, 2010
Eminent Scholar Report	March, 2010
Department Evaluations (done electronically)*	Due to Provost in April, 2010
Academic Assignments (FAIR)	April, 2010
Summer plans/vacations for ExComm members	April, 2010
Annual Evaluations	
• 360 degree tri-annual chairs	Fall09/Spring10
• Faculty - based on calendar year ending 12/31	March, 2010
• Chairs, Assoc. Deans, Ctr Directors, Eminent Scholars,	May 31, 2010
Spring Activity Reports (FAIR Systems)	May, 2010