

**THE UNIVERSITY OF MICHIGAN
SCHOOL OF EDUCATION
PROMOTION AND/OR REAPPOINTMENT TIMELINE
RESEARCH SCIENTIST
2008-09**

May 16, 2008	Faculty members applying for promotion and/or reappointment provide written notification of their plans to the dean and their program chair.
By May 22	Faculty meet with program chairs to discuss procedures and generate a list of names, addresses, telephone numbers, and e-mail addresses of 4 internal and 8 potential external reviewers.
Late May/early June	Promotion and Tenure Committee (PTC) meets with the dean and program chair(s) to discuss procedures and select external reviewers for each faculty member.
June	PTC members contact and secure agreement of external reviewers.
By July 14	Faculty submit to Dean's Office ten (10) copies of materials to be sent to external and internal reviewers. Faculty members also submit one copy to the program chair.
By August 29	Faculty applying for promotion and/or reappointment submit one hardcopy of their complete materials to the PTC through the Deans' Office. These materials should include the following sections as appropriate to their positions: Introduction, Scholarly Activity and Research, Teaching, Service, Curriculum Vitae, and Faculty Annual Reports (FARs). Materials noted with an * should also be submitted electronically (in Microsoft Word format) to the Dean's office.
By September 5	External and internal reviewers letters are due to the PTC
By September 12	Program chairs submit cover sheet and program evaluation/recommendation to the PTC. PTC members begin to read faculty members' promotion and/or reappointment materials.
October-November	The PTC reviews materials for each faculty member and meets to prepare its evaluations and recommendations.
Late December	The PTC forwards all promotion and/or reappointment materials to the dean, along with a report summarizing the essential points used in determining the Committee's recommendation. The dean forwards a copy of the report (redacted of identifying information) to the faculty member for review and possible response.
January 7, 2009	Faculty submit to the dean their written response or written notification that they do not intend to respond by January 7, 2009 .
January/February	The chair of the PTC attends an Executive Committee meeting and reviews the process used in making recommendations. The Executive Committee reviews each faculty member's materials including any responses received. The Executive Committee votes to accept/reject the recommendations set forth by the PTC. The Dean notifies each faculty member of the Executive Committee action and discusses next steps.
February __, 2008	The dean submits final recommendations regarding promotion and/or reappointment to the Vice President for Research. Should the dean disagree with the decision of the Executive Committee on a faculty member, the dean will submit a separate file on that faculty member to the Vice President for Research.