

Date	Description	Action
February	Reminder sent to faculty to prepare dossier if they are considering promotion and tenure (with link to intranet info)	HR Manager-Faculty to put reminder in LFS Today
April	Email sent to those who are scheduled to be reviewed in next academic year	HR Manager-Faculty to send memo
July 1	Dossiers due	Faculty member to send dossier to HR Manager-Faculty (separate PDF documents)
July	Call sent out to all eligible members for nominations for Standing Committees	HR Manager-Faculty to send email to all eligible members
August	Standing Committees meet to review CVs and choose external reviewers	Chair may email candidate following meeting with recommendations of edits to CV
September	Documents sent for review to external reviewers	HR Manager-Faculty to send email with documents on behalf of Chair
October/November	External letters of reference due	HR Manager-Faculty to add letters to completed dossiers
November/December	Standing committees meet to vote on files	Chair to write to candidate to inform of overall recommendation
November/December	Chair writes letter to Dean with committee recommendation (vote), and Chair's recommendation	HR Manager-Faculty adds letter and send completed dossier to APT Committee
December/January	APT Committee meets to vote on file	Dean to write to candidate to inform of overall recommendation
January/February	Dean writes letters to President with APT recommendation (vote), and Dean's recommendation	HR Manager-Faculty to add letter to dossier
January/February	Files submitted to SAC	HR Manager-Faculty to upload file to SAC website; add any updates as they come in
March-May	Candidates should hear back from President with final decision	Letter from President emailed directly to candidate
March-May	Announcement made re: successful promotions	HR Manager-Faculty to send to LFS Today