

## Procedural Steps in Developing Dossier and Generalized Timeline

Date or Time Period	Activity
Early April 2025	M-G CAFE Office of Faculty Resources, Planning & Assessment (OFRPA) generates potential candidate list for Academic Unit Leader of unit.
April 2025	Academic Unit Leader review potential candidate list, request updated CV (and other materials the potential candidate would like to provide such as narrative statement) from potential candidates, and discuss with academic unit advisory committee.
Early May 2025	Academic Unit Leaders respond to OFRPA with potential candidate list, CVs, and other materials the potential candidate(s) provide.
May 2025	Dean and Associate Deans complete preliminary review of CVs and provide comments via OFRPA. OFRPA provides comments to Academic Unit Leaders who then confirm the candidate list.
June 2025	OFRPA conducts dossier prep meeting with Academic Unit Leader and candidate.
May to July 2025	Academic Unit Leader requests external letters of evaluation and upon receipt, provide to academic unit faculty for review.
August 2025	Academic Unit Leader requests review letters from required consultations of academic unit faculty.
Early September 2025	Academic Unit Faculty submit review letters to Academic Unit Leader.
Late September 2025	Academic Unit Leader reviews dossier and writes letter of recommendation.
First week of October 2025	Dossier due to OFRPA.
Mid-October to early December 2025	The College Advisory Committee on Appointment, Promotion, and Tenure ( <i>APT Committee</i> ) reviews dossier and makes recommendation to Dean.
Mid-December 2025	Dean reviews dossier and writes letter of recommendation.
Second week of January 2026	Dossier is submitted to the Office of the Provost.
End of March 2026	Provost Appointment, Promotion and Tenure Advisory Committee recommendations due to Provost.
April to May 2026	Letters to Deans notifying of final decisions.
Mid-June 2026	Board of Trustees meeting.