

2010-11 Mid-Term Review Calendar
College of Agriculture and Life Sciences

University and College Timelines

March-November	University timeline for Mid-Term review to take place.
Early to Mid-April	DOF usually releases new 2010-11 Dossier Preparation Guidelines
Mid to Late-April	College's Dossier Preparation Workshop – designed for candidate going up for promotion and/or tenure College's Administrative Dossier Preparation Workshop – designed for Heads, P&T Chairs and staff involved in preparing Dossiers for submission

College Mid-Term Review Timelines

March	Inform candidate of upcoming mid-term review and instructs them to start putting together packets using 2009-10 Dossier preparation guidelines.
Mid to Late April	Candidates - Attend College's Dossier Preparation Workshop Heads, P&T Chairs and staff involve in preparing Dossiers – Attend College's Administrative Dossier Preparation Workshop.
End of April	Candidate updates Dossier if needed due to new 2010-11 Dossier preparation guidelines
April 30	Candidate submits Dossier to Head and Departmental P&T Committee
May 1-31	Head and Dept P&T Committee reviews Dossier
June 1	Dept submits final Dossier to College (including Head report, Dept P&T Committee report, reports on Teaching, Research and Service, and any internal letters)
June 1-June 5	College vets Dossiers for compliance with 2010-11 Dossier preparation guidelines
June 8-July3	Ag Program Peer Rev. Committee reviews Dossiers and prepares reports
July 5	Ag Program Peer Review Committee issue report to Dean
By July 31	Dean issues Dean's Report to candidate
August	Mentor mid-term candidates