***Checklist For Promotion of Associate with Tenure Years 1 and 2***

(Based on 2022 Guidelines)

**Candidates Name**:

**Promotion Year**:

**Year 1**

[ ]  By 9/1 Create Box Folder for Candidates Promotion Materials 9/1

[ ]  By 9/1 Candidate Reviews Format for Tenure Notebook.

 (See Tenure Procedures Section II.B.1.d)

[ ]  Candidate Prepares 1st Annual Report in accord with faculty evaluation and planning process undertaken by all faculty.

**Year 2**

[ ]  By 10/1 Candidate Submits Tenure Notebook containing the first Annual Reports to Chair and Dean

[ ]  By 10/1 Chair provides Colleague Report Forms to tenured department faculty

[ ]  By 10/1 Chair Schedules Meeting with Candidate, Dean, and Tenured Faculty

[ ]  By 10/1 Chair Prepares Summary Teaching Evaluation

[ ]  By 10/31 Candidate Meets with Dean and Tenured Faculty

[ ]  By 11/10 Colleague Evaluation Forms Due to Chair

[ ]  By 11/20 Chair Summary Letters Due to Dean

[ ]  By 12/5 Deans Letter Due to Provost

[ ]  By 12/15 Non-reappointment notification deadline