***Checklist For Promotion of Associate with Tenure Years 3 and 4***

(Based on 2022 Guidelines)

**Candidates Name**:

**Promotion Year**:

**Year 3**

[ ]  Candidate Prepares 3rd Annual Report in accord with faculty evaluation and planning process undertaken by all faculty.

**Year 4**

[ ]  By 1/15 Candidate Submits Tenure Notebook containing the first three Annual Reports to Chair and Dean

[ ]  By 1/15 Chair provides Colleague Report Forms to tenured department faculty

[ ]  By 1/15 Chair Schedules Meeting with Candidate, Dean, and Tenured Faculty

[ ]  By 1/15 Chair Prepares Summary Teaching Evaluation

[ ]  By 2/15 Candidate Meets with Dean and Tenured Faculty

[ ]  By 2/25 Colleague Evaluation Forms Due to Chair

[ ]  By 3/5 Chair Summary Letters Due to Dean

[ ]  By 3/20 Deans Letter Due to Provost

[ ]  By Twelve months before expiration of probationary period non-reappointment notification due.