Faculty of Business
Tenure and Promotion Application Timelines
(with effect July 1, 2013)

Due Date	Process	Responsibility	Article #
no later than October 1	Candidate to provide entire original hard copy dossier to the Chair (on behalf of the *Departmental* Committee) - see the "Departmental Checklist" form for a full list of required documentation	Applicant	21.11 21.14
no later than October 1	*Departmental* Committee approved list of 5-6 external referee names and a scanned copy of the dossier (excluding course evaluation information) is due to the Dean	*Departmental* Committee	21.39(i)
no later than October 15	Dean to forward electronic letters with scanned dossier to applicant's external referees requesting comments on the candidate's performance in research and scholarly and/or creative activity	Dean's Office	21
no later than December 1	1) Chair shall make available to the *Departmental* Committee (for 10 days) a draft report outlining the *Departmental* Committee's recommendations pertaining to the applicant's candidacy, 2) *Faculty* Committee on T & P to be formed	1)Department 2) Dean's Office	21.24
no later than December 15	original hard copy dossiers are due to the Dean including the *Departmental* Committee's final written recommendations, a copy of the current departmental rules signed and dated by the Chair, and the Chair's written assurance of compliance	Department	21.15 21.26
no later than January 15	1) *Faculty* Committee to elect Chair by secret ballot and, 2) due date for all written responses from candidates' external referees,	1) *Faculty* Committee 2) Dean's Office	
no later than March 1	1) *Faculty* Committee's written recommendations, and 2) Dean's written recommendations along with the Applicants' original dossiers are due to the Provost's Office	1) *Faculty* Committee 2) Dean's Office	
no later than April 30	Provost's decision	Provost's Office	