

	Annual Review	Annual Review: First Year Faculty	3rd Year Review	Promotion/Tenure Review	Five Year Comprehensive Review
Notice of intent to submit materials for promotion				to Chair: 3rd Friday in September for following year  Chair notice to PTRM, Dean and Provost: 4th Friday in September for following year	
Review Materials Due to Chair	3rd Friday in June	2nd Friday in December	3rd Friday in January	3rd Friday in June	3rd Friday in June remediation plan (if necessary): 3rd Friday in June of following year
Notice of non-reappointment Due to Faculty	August 1 or December 15 (2nd year only)	3rd Friday in January	August 1	August 1	August 1
Last day to update materials completed before June 1	3rd Friday in September	SENTF Form: 3rd Friday in September		3rd Friday in September	3rd Friday in September
Dept. PTRM Review Due to Chair	2nd Friday in October	1st Friday in January	no date specified. 4rd Friday in February?	2nd Friday in October	2nd Friday in October
Dept. Review Due to Faculty	4th Friday in October	3rd Friday in January	1st Friday in March	4th Friday in October	4th Friday in October
Dept. Review Due to Dean	2nd Friday in November	3rd Friday in January	no date specified. 2nd Friday in March?	2nd Friday in November	2nd Friday in November
Dept. Review Due to CBE PTRM	1st Friday in December			1st Friday in December	1st Friday in December
CBE Review Due to Dean				1st Friday in January	
Dean's Review Due to Faculty	2nd Friday in February			3rd Friday in January	
CBE PTRM to University PTRM	2nd Friday in February			2nd Friday in February	

	Annual Review	Annual Review: First Year Faculty	3rd Year Review	Promotion/Tenure Review	Five Year Comprehensive Review
CBE Review Due to Provost	2nd Friday in February	1st Friday in February		1st Friday in February	2nd Friday in February

Binder Contents	AR/CAR	SENTIF Form/AR	AR/CAR	AR/CAR	AR/CAR
	Vitae	Vitae	Vitae	Vitae	Vitae
	Syllabi	Syllabi	Syllabi	Syllabi	Syllabi
	Teaching (Course Evals. & Grade Dist.)	Teaching (Course Evals. & Grade Dist.)	Teaching (Course Evals. & Grade Dist.)	Teaching (Course Evals. & Grade Dist.)	Teaching (Course Evals. & Grade Dist.)
	Scholarship	Scholarship	Scholarship	Scholarship	Scholarship
	Service	Service	Service	Service	Service
	Peer Review*	Peer Review*	Peer Review	Peer Review	Peer Review
	Narrative Statement/ Reflective Summary*	Narrative Statement**	Narrative Statement	Narrative Statement	Reflective Summary

\*Will need for Five Year Review

\*\*Will need for 3rd Review & Promotion and/or Tenure

Each faculty member will have 2 binders:

- 1) Annual Review (1")
- 2) 2nd to be used as promotional/review binder (3")

**Summative Portfolio for Provost**  
(1" binder)

Section I
Section II
Section III
Section IV
Section V