

**PERIODIC PEER REVIEW PROCESS**  
**TIMELINE ACADEMIC YEAR 2022-2023**  
FACULTY AFFAIRS- PERIODIC PEER REVIEW

<b>Deadline</b>	<b>Action</b>
<b>March 2022</b>	As per the Evaluation of Tenured Faculty Policy 6.103 & Procedure 6.004, Six months prior to September 1, Faculty Affairs determines who will need Periodic Peer Review starting September 1 and will alert the appropriate dean. The Dean will then notify the appropriate faculty member with a Periodic Peer Review Memo copying the P&T Committee Chair, the department chair and Faculty Affairs.
<b>August 1-5, 2022</b>	Faculty Affairs will create an Interfolio Case for each faculty undergoing Periodic Peer Review. All faculty documents must reside in the Interfolio system. Interfolio is the primary repository for the materials being evaluated for promotion and/or tenure and periodic peer review.
<b>August 31, 2022</b>	Faculty candidates must have all their Periodic Peer Review documents including recommendation letters uploaded to Interfolio.
<b>September 1, 2022</b>	Faculty member packet uploaded by faculty is delivered via Interfolio to the appropriate Departmental Chair. The Department Chair will request independent external evaluations per their School/College P&T criteria. This can be done using the External Evaluation request feature within Interfolio. Deadline for receipt should be September 30, 2022.
<b>No later than October 3, 2022</b>	The Departmental Chair will review candidates' complete packets within Interfolio, then submit the approved packet through Interfolio to Faculty Affairs. FA will review the packet and send it to the departmental P&T Committee. If a departmental P&T committee does not exist, the application will proceed via Interfolio to the school/college P&T committee per the timeline.  <b>Candidate cannot make any further changes within Interfolio to their packet after October 3rd.</b>
<b>No later than October 14, 2022</b>	The Departmental P&T Committee Chair submits their recommendations to the Departmental Chair through Interfolio.
<b>No later than November 1, 2022</b>	The Departmental Chair submits their recommendations to the School/College Promotion and Tenure Committee through Interfolio.  Departmental Chair should notify each candidate of the recommendation of the Departmental P&T Committee within 15 working days of the decision
<b>No later than November 4, 2022</b> (day will vary as determined by the needs of each school/college)	Faculty member packets delivered to all members of the appropriate School/College Promotion and Tenure Committee ( <i>regular and ad hoc</i> ).
<b>No later than November 18, 2022</b> (day will vary as determined by the needs of each school/college)	School/College P&T Committee will meet to review all tenured faculty members eligible for Periodic Peer Review. The faculty member may address the school/college promotion and tenure committee but shall not be present during the official reviews.
<b>No later than November 28, 2022</b> (day will vary determined by the needs of each school/college)	As per the Evaluation of Tenured Faculty Policy 6.103 & Procedure 6.004, the School/College P&T Committee Chair submits their recommendations through the system to the Dean.  <b>Candidate should receive notification through Interfolio within 15 working days of the decision.</b>
<b>By December 16, 2022</b>	Dean evaluates the applications and makes recommendation through the system.

<b>Appeal Deadline</b>	<b>Action</b>
<b>Within 10 working days of receipt of written action from the appropriate Dean / Vice Provost.</b>	Faculty member can appeal -- in writing -- to the appropriate department Chair (Policy 6.106).
	Faculty Grievance and Appeal Committee makes its recommendation to the President through the Provost.