# Deadline Information for 2016-17 Tenure and Promotion Candidates and Chairs

## May 1, 2016 – Outside Reviewer Lists Due

- **Names and Contact Information:**
  - **Candidate** submits names, titles, addresses, e-mail addresses, and telephone numbers of four outside evaluators, in priority order.
  - **Department** submits (separately) names, titles, addresses, e-mail addresses, and telephone numbers of four outside evaluators, in priority order.

- **Annotations:**
  - The **candidate** and the **department** annotate their own lists of potential evaluators to provide the committee with the reason(s) for each choice and the area(s) of expertise of each potential evaluator; in addition, the candidate must state whether, and under what circumstances, s/he knows each potential evaluator cited on the list s/he submits.

## September 8, 2016 (the first day of classes of the fall semester) – Dossier Materials Due

- **Materials for the Committee on Tenure and Promotion:**
  - The **candidate** submits two copies of dossier for the Committee on Tenure and Promotion; eight copies of the curriculum vitae; eight copies of the record of teaching form; and eight copies of statement on current scholarship and teaching, plans for the future, and service.

- **Materials for Outside Evaluators:**
  - The **candidate** submits four copies of dossier labeled for outside evaluators, if outside evaluations have been requested or are required by the **Policy**.

- **Materials for Department:**
  - The **candidate** submits one copy of dossier for the department.

## December 8, 2016 – Departmental Recommendation and H3 Form Due

- **Recommendation Letter:**
  - The **department** submits a letter containing a full statement of the reasons and a summary of the evidence for the recommendation for or against tenure and promotion.
  - The **department** provides the candidate with a copy of the letter stating the reasons for the recommendation.
  - Each member of the **department** who voted or abstained writes a letter to the Committee on Tenure and Promotion stating the reasons for his or her vote or abstention.

- **H3 Form:**
  - The **department** submits a completed Departmental Procedures Record, H3 form, which is available online: [http://www.smith.edu/deanoffaculty/tpa.html#](http://www.smith.edu/deanoffaculty/tpa.html#).

## March 4, 2017 – Outcome Letter Delivered

- Outcome letters are delivered to the **candidate** and **department**. The **Policy** mandates notification by June 1, 2017.

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All materials should be submitted to the Committee on Tenure and Promotion in care of Hayley Spizz, College Hall 206, with the exception of the dossier for the department, which should be submitted directly to the department.