## Deadline Information for 2016-17 Promotion to Full Professor Candidates and Chairs

### June 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.
- **Review Timing:**
  - The candidate and department submit their lists of outside evaluators by this date regardless of whether the review will or may take place in the fall of 2016, and should indicate whether the review will or may take place. (While the initiation of a recommendation for promotion normally originates in the candidate's department, it may also be initiated by the candidate.)
  - If the candidate is initiating the promotion review, s/he must inform the department and the Committee on Tenure and Promotion of this intention in a timely fashion so that the June 1 deadline can be met.

### 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 H2 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 promotion.
  - The department provides the candidate with a copy of the letter stating the reasons for the recommendation.
  - When a vote is not unanimous, each member of the department who voted or abstained writes a confidential letter to the Committee on Tenure and Promotion stating his or her judgment. Each letter shall include reasons and evidence explaining the particular recommendation.
- **H2 Form:**
  - The department submits a completed Departmental Procedures Record, H2 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.*