



	When? No later than...	Who?	What?
Candidate's Fifth Year (or when promotion and/or tenure is sought)	Spring and summer, 2021	Candidate	Prepares promotion and/or tenure dossier; should provide Candidate's Statement, CV, publications, and (if applicable) teaching materials by June 15 for division head to send to external reviewers
	Summer, 2021	Division head	Solicits and receives at least six external reviews
	Friday, August 6, 2021	Candidate	Uploads dossier materials to eDossier
		Division head	Forms primary committee through election within division and, if necessary, recruitment of eligible faculty from IU campuses
	Friday, August 20, 2021	Division head	Reviews candidate's submitted eDossier materials and signs-off on the dossier (SUBMIT), where the dossier formally enters the review process for the first level review (primary committee)
	Friday, September 3, 2021	Assistant Vice Chancellor for Academic Affairs	Forms unit committee through election within IUPUC
	Friday, September 10, 2021	Primary committee	Reviews dossier, committee chairperson enters vote record, uploads evaluative letter to eDossier and ROUTES to next level.
	Friday, September 24, 2021	Division Head	Enters Chair (DH) vote record, uploads evaluative letter to eDossier and ROUTES to next level. Provides copies of recommendations to candidate.
	Friday, October 15, 2021	Unit committee	Reviews dossier, committee chairperson enters vote record, uploads evaluative letter to eDossier and ROUTES to next level.
	Friday, October 29, 2021	Vice Chancellor and Dean	Reviews dossier, enters vote record, uploads evaluative letter to eDossier and ROUTES to next level.
		Division Head	Provides copies of recommendations to candidate
	December, 2021 – March, 2022	IUPUI campus committee	Reviews and evaluates all dossiers; forwards recommendation to the chief academic officer
	Mid-March, 2022	IUPUI chief academic officer	Review cases and makes recommendations to the Chancellor
	Late March, 2022	IUPUI chancellor	Review cases and confers with IU and Purdue Presidents on joint recommendations sent to respective Boards of Trustees
April, 2022	Boards of Trustees	Act on recommendations	
Sixth Year	July 1, 2022 (12 month faculty) or August 1, 2022 (10 month faculty)		Promotion takes effect
	July 1, 2022		Tenure takes effect

THREE YEAR REVIEW CALENDAR FOR 2021-2022

	When? No later than...	Who?	What?
Candidate's Third Year	Thursday, February 24, 2022	Candidate	Submits three year review dossier to division head
	Thursday, March 17, 2022	Division head	Completes three year review; adds recommendation to dossier; forwards to AVCAA office
	Friday, March 18, 2022	AVCAA office	Forwards dossier to unit committee for review
	Thursday, April 7, 2022	Unit committee	Completes three year review; adds recommendation to dossier; forwards to AVCAA office
	Friday, April 8, 2022	AVCAA office	Forwards dossier to vice chancellor and dean for review
	Thursday, April 21, 2022	Vice chancellor and dean	Completes three year review; adds recommendation to dossier; forwards to IUPUI Academic Affairs and division head
		Division head	Provides reviews to candidate and director of Personnel Administration
	Wednesday, April 27, 2022	acadhr@iupui.edu	Ensure that the three-year review is sent to FAA at IUPUI