Dates and text are required by the Collective Bargaining Agreement or by DAAP.

All dates are "no later than" deadlines.

Schools may adopt earlier dates for School procedures.

**PROMOTION AND/OR TENURE**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
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<tr>
<td><strong>Dossier Prep</strong></td>
<td><strong>Dossier Submitttal</strong></td>
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**Fall**

Within 3 months of hire date, School Director meets with Candidate to review RPT Procedure and Criteria, etc. (CBA Article 24)

- **AUGUST 15** Submit dossier to eRPT
- **AUGUST 30** School Director sends request letters to reviewers
- Reviewers given access to UC Box
- **OCTOBER 1** Reviewer letters uploaded by School Director
- School RPT Committee given access to eRPT
- **NOVEMBER 1** School RPT Committee letter due to School Director
- **DECEMBER 1** School Director letter due to College RPT Committee

**Spring**

- **FEBRUARY 1** College RPT Committee letter due to Dean
- **MARCH 1** Dean letter due to Provost

**Summer**

- **May 1** Submit final reviewer list with School Director
- School Director confirms reviewer availability prior to dossier submittal
- **JUNE 15** Provost notification for promotion
  - Provost notification for tenure:
    - Minimum 12 months prior to expiration of probationary period

*APR (Annual Performance Review) no later than Spring Semester of Year 1

Outcomes:
- Confirm course evaluation requirements for dossier.
- Confirm if/when internal/external letters are required.
- Confirm schedule for submitting draft reviewer list (final reviewer list is due May 1).
- Confirm materials for dossier and - if different - material for reviewers and when they have access to it.