MEMORANDUM

TO:         Department Chairs and College Review Committee
            A. Brizendine  A. Nasipuri  S. Smith  J. Daniels  S. Hsiang
            J. Hildreth  J. Conrad  H. Fang  M. Pando  C. Lim

FROM:      R. E. Johnson

DATE:      June 1, 2016

SUBJECT:   Reappointment, promotion, and tenure schedule

Please follow the schedule indicated below:

September 2  Faculty submits RPT folders

September 23 Department Review Committee completes review and submits recommendation to department.

October 7   Completion of all department-level action pertaining to reappointment, promotion, and tenure. Recommendation forwarded to the Dean of Engineering. These recommendations should conform to the guidelines for Forms AA20 and AA27 and the current departmental and college guidelines for promotion and tenure

October 10  Material made available to College Review Committee. (Dean meets w/College Review Committee.)

November 4  Report from College Review Committee submitted to Dean of Engineering.

November 7  Dean consults College Review Committee.

December 16 Dean submits recommendations to Academic Affairs.

Please advise if you foresee any difficulties with this schedule.

cc:   Sukumar Kamalasadan, COE Faculty President
         Ms. Jane Stewart
         DRC chairs