



	When? No later than...	Who?	What?
Candidate's Fifth Year (or when promotion and/or tenure is sought)	Spring and summer, 2022	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, 2022	Division head	Solicits and receives at least six external reviews
	Friday, August 5, 2022	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 19, 2022	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 2, 2022	Assistant Vice Chancellor for Academic Affairs	Forms unit committee through election within IUPUC
	Friday, September 9, 2022	Primary committee	Reviews dossier, committee chairperson enters vote record, uploads evaluative letter to eDossier and ROUTES to next level.
	Friday, September 23, 2022	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 14, 2022	Unit committee	Reviews dossier, committee chairperson enters vote record, uploads evaluative letter to eDossier and ROUTES to next level.
	Friday, October 28, 2022	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, 2022 – March, 2023	IUPUI campus committee	Reviews and evaluates all dossiers; forwards recommendation to the chief academic officer
	Mid-March, 2023	IUPUI chief academic officer	Review cases and makes recommendations to the Chancellor
	Late March, 2023	IUPUI chancellor	Review cases and confers with IU and Purdue Presidents on joint recommendations sent to respective Boards of Trustees
April, 2023	Boards of Trustees	Act on recommendations	
Sixt Year	July 1, 2023 (12 month faculty) or August 1, 2023 (10 month faculty)		Promotion takes effect
	July 1, 2023		Tenure takes effect

THREE YEAR REVIEW CALENDAR FOR 2022-2023

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Candidate's Third Year	When? No later than...	Who?	What?
	Thursday, February 23, 2023	Candidate	Submits three year review dossier to division head
	Thursday, March 16, 2023	Division head	Completes three year review; adds recommendation to dossier; forwards to AVCAA office
	Friday, March 17, 2023	AVCAA office	Forwards dossier to unit committee for review
	Thursday, April 6, 2023	Unit committee	Completes three year review; adds recommendation to dossier; forwards to AVCAA office
	Friday, April 7, 2023	AVCAA office	Forwards dossier to vice chancellor and dean for review
	Thursday, April 20, 2023	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 26, 2023	acadhr@iupui.edu	Ensure that the three-year review is sent to FAA at IUPUI