



	When? No later than...	Who?	What?
Candidate's Fifth Year (or when promotion and/or tenure is sought)	Spring and summer, 2023	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, 2023	Division head	Solicits and receives at least six external reviews
	Friday, August 4, 2023	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 18, 2023	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 1 2023	Assistant Vice Chancellor for Academic Affairs	Forms unit committee through election within IUPUC
	Friday, September 8, 2023	Primary committee	Reviews dossier, committee chairperson enters vote record, uploads evaluative letter to eDossier and ROUTES to next level.
	Friday, September 22, 2023	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 13, 2023	Unit committee	Reviews dossier, committee chairperson enters vote record, uploads evaluative letter to eDossier and ROUTES to next level.
	Friday, October 27, 2023	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, 2023 – March, 2024	IUPUI campus committee	Reviews and evaluates all dossiers; forwards recommendation to the chief academic officer
	Mid-March, 2024	IUPUI chief academic officer	Review cases and makes recommendations to the Chancellor
	Late March, 2024	IUPUI chancellor	Review cases and confers with IU and Purdue Presidents on joint recommendations sent to respective Boards of Trustees
April, 2024	Boards of Trustees	Act on recommendations	
Sixth Year	July 1, 2024 (12 month faculty) or August 1, 2024 (10 month faculty)		Promotion takes effect
	July 1, 2025		Tenure takes effect

THREE YEAR REVIEW CALENDAR FOR 2023-2024

	When? No later than...	Who?	What?
Candidate's Third Year	Thursday, February 22, 2024	Candidate	Submits three year review dossier to division head
	Thursday, March 14, 2024	Division head	Completes three year review; adds recommendation to dossier; forwards to AVCAA office
	Friday, March 22, 2024	AVCAA office	Forwards dossier to unit committee for review
	Thursday, April 4, 2024	Unit committee	Completes three year review; adds recommendation to dossier; forwards to AVCAA office
	Friday, April 5 2024	AVCAA office	Forwards dossier to vice chancellor and dean for review
	Thursday, April 18, 2024	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 24, 2024	acadhr@iupui.edu	Ensure that the three-year review is sent to FAA at IUPUI