

Timeline for 2019-20 Personnel Cases

	EXPANDED REVIEW (w/external letters)	EXPANDED REVIEW (non-routine cases)	DEAN'S AUTHORITY (routine cases)	NOT UP FOR REVIEW
GGSE AP Coordinator (Wilburn) provides tentative eligibility list to Department Chair beginning of Winter quarter.	January 2019 ----->			
Department Chair meets with candidates regarding preparation for special step cases. Chair and candidate begin discussion regarding external letter writers.	January 2019	January 2019	n/a	n/a
Deadline for candidate to provide tentative external reviewer list to Department Chair	March 16-22, 2019 Finals week, Winter quarter	March 16-22, 2019 Finals week, Winter quarter	n/a	n/a
Academic Personnel releases eligibility list	First week of April 2019 ----->			
GGSE AP Coordinator (Wilburn) sends out faculty notification of eligibility / general call	Second week of April 2019 ----->			n/a
Deadline for candidate decision to proceed with case	April 22, 2018 ----->			n/a
CV + External Reviewer names, title, institution, & contact info (email) due from candidate and PRC	April 22, 2018	n/a	n/a	n/a
Faculty receive a list of advisees from Student & Academic Affairs Manager (Meredith) to review for accuracy	May 2019 ----->			n/a
Contact potential External Reviewers by this date	May 8, 2019	n/a	n/a	n/a
Deadline for potential External Reviewers to agree to review case or not.	May 13, 2019	n/a	n/a	n/a
Deadline for candidates requiring external letters to submit short self-statement, & selected publications	May 20, 2019	n/a	n/a	n/a
Faculty confirm student committees to Student & Academic Affairs Manager (Meredith)	June 7, 2019 ----->			n/a
Faculty annual update of their Bio-Bibs through the WebRE	June 10, 2019 (Finals week, Spring Quarter) ----->			
GGSE AP Coordinator creates 1 st draft of bio-bib for candidates so they can refine their self-statements.	June 17 - 21, 2019 ----->			n/a

Review period end date (regardless of review period start date) <i>Exceptions will be considered only for tenure cases</i>	June 30, 2019 ----->			
Deadline for candidates to submit case materials to GGSE AP Coordinator (Wilburn) <i>(If materials are not received by this date, then case will not move forward.)</i>	July 1, 2019	July 10, 2019	July 10, 2019	n/a
GGSE AP Coordinator (Wilburn) case processing. <ul style="list-style-type: none"> Bio-Bib Prep <ul style="list-style-type: none"> hard copies of pubs comparison GGSE database comparison Student Committee section update Numbering of publications Gather ESCIs External reviewer letter processing 	June 17 - August 22, 2019	July 10- August 22, 2019	July 10- August 15, 2019	n/a
External Reviewer letters due	August 5, 2019	n/a	n/a	n/a
GGSE AP Coordinator (Wilburn) processing external letters <ul style="list-style-type: none"> Thank you letter Number Make redacted copies for candidate 	August 5-14, 2019	n/a	n/a	n/a
GGSE AP Coordinator (Wilburn) deadline for materials to case analyst	August 23, 2019	August 23, 2019	August 16, 2019	n/a
Analyst letter due to GGSE AP Coordinator (Wilburn)	September 18, 2019 ----->		September 9, 2019	n/a
GGSE AP Coordinator (Wilburn) proofreading analyst letters <ul style="list-style-type: none"> All areas accounted? Right order? Verify publication count & numbering Verify presentations & grants 	September 18-27, 2019 ----->		September 9 - 13, 2019	n/a
Deadline for analyst letters to Department Chair and GGSE AP Coordinator (Wilburn)	September 27, 2019 ----->		September 16, 2019	n/a
GGSE AP Coordinator (Wilburn) deadline for having cases ready for PRC	October 1, 2019 ----->		September 23, 2019	n/a
*Completed cases due to Dean	December 9, 2019		November 12, 2019 (11/11 is Veterans Day)	n/a
*Completed cases due to Academic Personnel (from Dean)	March 30, 2020		December 20, 2019	n/a

* Campus Deadline