

- Summer:**
- ___ (1) Collect Dossier Documents
 - ___ Proposal Form
 - ___ Cover Sheet
 - ___ Dept. P&T Documents
 - ___ Candidate CV
 - ___ Teaching data (# courses, IAS scores, etc)
 - ___ Third Year and Annual Review Letters
 - ___ Teaching Evaluation Letters
 - ___ (2) Draft Chair's Summary of Teaching
 - ___ (3) Draft Chair's Summary of Research
 - ___ (4) Draft Chair's Summary of Service

- August 20:**
- ___ (1) Collect Student Letters
 - ___ (2) Collect Reviewer Letters
 - ___ (3) Collect Teaching/Research Statements from Candidate
 - ___ (4) Revise Summary Drafts, using the above information
 - ___ (5) Send Memo to Tenured Faculty about P&T Review & Meeting

- September:**
- ___ (1) Make files available to faculty, beginning Sept. 1
 - ___ (2) Hold Departmental Meeting for Discussion and Vote (by 9/20)
 - ___ (3) Collect letters from faculty with their votes (by 9/25)
 - ___ (4) Finalize Department Chair Summary of Case
 - ___ (5) Complete/Submit Dossier (by 9/30)