

## CHS Senior Faculty Appointments and Promotions Calendar

Actions	Deadlines
1. Faculty member submits completed dossier to department chairperson	October 1
2. Chairperson reviews materials and contacts external reviewers. Sends reviewers Rush policy and procedure for promotion criteria. Gives reviewers a deadline for return of review.	Send out to external reviewers by October 15. Establish a December 15 deadline for return of reviews.
3. Chairperson gathers all info from above and submits to department DAP committee for review and vote	DAP completes reviews by January 15
4. If vote is positive and chairperson agrees, chairperson sends completed dossier with Chairperson letter of support and letters of reference to the Chair of COSFAP	Dossier to Chair of COSFAP within 4 weeks of DAP decision
5. Chair of COSFAP reviews for completeness and schedules review meeting with committee	To COSFAP committee for review within 3 weeks of receipt of dossier
6. COSFAP reviews dossier and votes. Send recommendation to dean	COSFAP review completed within 5 weeks of receipt of dossier.
7. Dean reviews all documents and where indicated, forwards recommendation to Provost	Letter to Provost within 3 weeks
8. Provost reviews. If approves, sends letter to candidate with a copy to dean and departmental chairperson	Provost decision no later than June 30 <sup>th</sup> .