

**College of Agriculture and Life Sciences
Arizona Cooperative Extension
Appointed Personnel TimeLine for Continuing Status and Promotion**

April I	Vice-Provost Workshop on CSP Announcement of Personnel Action by Director to Candidates with mentors assigned and Provosts Guidelines
April II	Teleconference with candidates directed at the detailed preparation and formatting of the promotion and continuing appointment dossiers
May	Candidates draft of Dossier to Mentors
June	Finalization of Dossier
July 4	CED requests evaluation letters from referees (for 6-year candidates only) SAMPLES OF WORK !!
August 10 (highly recommended)	Referees letters received
SEPTEMBER 7	Complete Dossier due to State Office (including outside evaluators' letters)
September/October	Department Committee meets: Writes recommendation letter including committee votes (address to CED at 6 year, to Extension Director at prior years)
October	CED recommendation letter (addressed to Dean) at 6 year. Extension Director reappoints candidates at 3/4/5 year review; copies to Dean
November 1	Completed Packets due to Dean
November	CALS Committee meets: writes recommendation letter including committee votes; addressed to Dean
December	Dean's letter of recommendation; addressed to Provost
January 15	Packets due to Provost
February	University Committee meets; recommendations to Provost
March/April	Notification to Candidates by Provost

patti B. 10/17/07