Candidate	Dept./Dept. Chair	School/Dean	Academic Personnel Services	Reviewers	Sr. AVC, EVC, Chancellor

Candidate

Candidate provides materials to included in the academic review file.

- Bio-Bib
- Personal Statement
- Teaching Materials
- Sabbatical Reports
- Etc.

Dept./Dept. Chair

Department and related Ad Hoc Committees (If Applicable) review candidate materials and provide a recommendation.

- Bio-Bib
- Personal Statement
- Teaching Materials
- Sabbatical Reports
- Etc.

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Department Recommendation

School/Dean

Dean reviews candidate materials, and departmental recommendation to provide school level dean recommendation.

- Bio-Bib
- Personal Statement
- Teaching Materials
- Sabbatical Reports
- Etc.

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Department Recommendation

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Dean Recommendation

Academic Personnel Services

Academic Personnel Services (APS) reviews file for accuracy and procedural/policy compliance and forward to reviewers.

Reviewers

Reviewers consider candidate materials, department and dean recommendations and provide their own recommendation to the final authority.

- Bio-Bib
- Personal Statement
- Teaching Materials
- Sabbatical Reports
- Etc.

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Department Recommendation

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Dean Recommendation

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Reviewer Recommendation

Sr. AVC, EVC, Chancellor

Final authority reviews candidate materials and subsequenty recommendations to make a final decision and issue an outcome.

- Bio-Bib
- Personal Statement
- Teaching Materials
- Sabbatical Reports
- Etc.

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Department Recommendation

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Dean Recommendation

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Reviewer Recommendation

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Final Outcome

Visit Academic Personnel's Academic File Life Cycle website for historical statistics of the length of a file's review.

Candidates should adhere to department and school specific material submission deadlines.
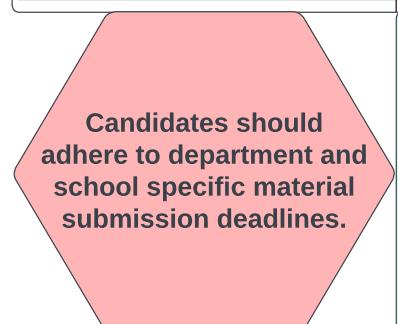
The length of a file's life-cycle is largely dependent on established department procedures. Departments are strongly encouraged to use RPT (Interfolio) to grant academics the ability to track file progress.

Deans establish file material and action specific deadlines. Visit the Academic File Life Cycle website for your school's specific deadlines.
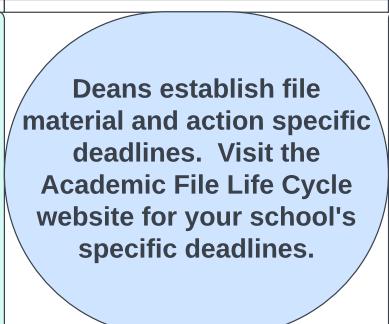
Files received by Academic Personnel (APS) are tracked from the time received in a "Committee Ready" state to when a final outcome is issued to the School/Dean for final distribution to a candidate.