

<b>Each Year</b>	The Associate Director/Associate Dean of UME appoints a faculty committee of peers to conduct the 5-yr (post-tenure) review. The committee will consist of no less than three tenured UME faculty members at the rank of Principal Agent. The number of committees appointed each year will be based on the number of reviews for that year.
<b>By July 1</b>	AD/AD notifies faculty member of upcoming review.
<b>Feb 1</b>	Faculty member submits: 1) CV (signed); 2) 2-3 page Personal Statement (signed); and 3) Submissions, Works in Progress and Grant Status documentation form (if applicable) to APT/AEP coordinator.
	AD/AD's office provides 1) Clientele and Peer Teaching Effectiveness Evaluation Summaries; and 2) A listing of the last 5 years of AFR scores to the APT/AEP coordinator.
	APT/AEP coordinator uploads files to Box and sends notification to the 5-yr review committee
<b>March 15</b>	The 5-yr review committee forwards complete reviews to the APT/AEP Coordinator.
<b>By March 22</b>	The APT/AEP Coordinator forwards review to faculty member under review.
<b>By April 5</b>	Faculty member submits an optional written "response" to the review committee's report.
<b>By April 5</b>	The APT/AEP Coordinator forwards committee review and faculty's response (if exercised) to the AD/AD and the candidate's Program Leader.
<b>By April 19</b>	Faculty member meets with AD/AD and Program Leader.
<b>By April 26</b>	AD/AD notifies faculty member of final evaluation.
<b>By May 10</b>	Written appeals, if necessary, are filed with the Dean.
<b>By May 24</b>	If deemed necessary, signed development plans are submitted.
	The APT/AEP Coordinator forwards the final evaluations and development plans (if necessary) to the Dean's office.
<b>June 1</b>	The APT/AEP Coordinator sends review notification to the Office of Faculty Affairs.