# UME 5-Yr (Post-Tenure) Review Timeline

*This timeline is based on faculty hiring date.*

<table>
<thead>
<tr>
<th>Each Year</th>
<th>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.</th>
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<tbody>
<tr>
<td>By Nov 15</td>
<td>AD/AD notifies faculty member of upcoming review.</td>
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<td>Jan 17</td>
<td>Faculty member submits: 1) CV (signed); 2) 2-3 page Personal Statement (signed); and 3) Submissions, Works in Progress and Grant Status documentation form to APT/AEP coordinator.</td>
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<td>Jan 17</td>
<td>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.</td>
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<td>Jan 17</td>
<td>APT/AEP coordinator uploads files to Box and sends notification to the 5-yr review committee.</td>
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<td>Feb 12</td>
<td>The 5-yr review committee forwards complete reviews to the APT/AEP Coordinator.</td>
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<td>By Feb 14</td>
<td>The APT/AEP Coordinator forwards review to candidate.</td>
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<td>By Feb 28</td>
<td>Candidate submits an optional written “response” to the review committee’s report.</td>
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<td>By March 2</td>
<td>The APT/AEP Coordinator forwards committee review and candidate’s response (if exercised) to the AD/AD and the candidate’s Program Leader.</td>
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<td>By March 13</td>
<td>Candidates meet with AD/AD and Program Leader.</td>
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<td>By March 20</td>
<td>AD/AD notifies candidates of final evaluation.</td>
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<td>By April 3</td>
<td>Written appeals, if necessary, are filed with the Dean.</td>
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<td>By April 24</td>
<td>If deemed necessary, signed development plans are submitted.</td>
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<td>June 1</td>
<td>The APT/AEP Coordinator forwards the final evaluations and development plans (if necessary) to the Dean’s office.</td>
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