Continuing Contract Portfolio Process Timeline

Aug

Notice for Intent

August 15- Academic Affairs sends notice to candidate of Letter of Intent submission deadline.

Oct

Letter of Intent

October 1- Candidate sends Letter of Intent to the Department Chair or Director. Chair/director confirms the candidate's eligibility by notifying the Dean & VPAA.

Nov

Notice for Portfolio

November 1- Academic Affairs sends confirmation of eligibility with portfolio submission deadline date to candidate.

Jan

Review Committee

January 31- Dean forms a Review Committee by Jan. 31. Dean sends list of committee members to VPAA and CITL.

Feb

CC Submission

February 1- CC portfolio is submitted to the Department Chair or Director, Dean, and VPAA. (Candidate informs CITL that portfolio is ready.)

Mar

Committee

March 1- Review Committee completes a review and submits a recommendation to the Dean by Mar. 1.

Mar

Dean

March 31- Dean completes independent review and submits recommendation to VPAA by Mar. 31.

Apr

VPAA

April 15- VPAA completes independent review and submits recommendation to the President by Apr. 15.

Apr

President

April 30- President submits recommendation to the BOT, which makes the final decision at the May BOT meeting.