

**THE UNIVERSITY OF MICHIGAN
SCHOOL OF EDUCATION
4TH YEAR REVIEW PROCEDURES TIMELINE FOR 2006-2007**

May 15	Candidates applying for 4th year review notify the Dean and Program Chair in writing.
By May 22	Candidates meet with Program Chair to 1) identify a faculty mentor; 2) generate list of names, addresses, telephone numbers, and email addresses of eight (8) potential external reviewers (see <i>Guidelines for Identifying External Reviewers for 4th Year Review</i>); and 3) develop a plan for documentation of teaching, research, and service.
Late May/early June	Promotion and Tenure Committee (PTC) meets with the Dean and Program Chair/s to discuss procedures and select external reviewers for each candidate.
June	PTC members contact and secure agreement of external reviewers.
By July 10	Candidates submit to the Deans' Office eight (8) sets of materials to be reviewed externally. Each set should include at least three (3) published, in press, or submitted items, a curriculum vita, and a personal statement that provides the context for the submitted publications.
By September 1	Candidates applying for contract renewal submit their one hardcopy complete review file and signed Checklist to the PTC through the Dean's Office. Materials noted with an * should also be submitted electronically (in Microsoft Word format) to the Dean's office.
By September 8	External reviewers' letters are due to the PTC.
By September 15	Program Chair submits cover sheet and program evaluation/recommendation to the PTC. PTC members begin to read candidates' review materials.
October-November	The PTC reviews materials for each candidate and meets to prepare their evaluations and recommendations.
November 15	The PTC forwards all 4th year review materials to the Dean, along with a report summarizing the essential points used in determining the Committee's recommendation. The Dean forwards a copy of the report (redacted of identifying information) to the candidate for review and possible response.
December 1	Candidates submit to the Dean their written response or written notification that they do not intend to respond.
December	The Dean forwards the Promotion and Tenure Committee's report and candidates' materials, including any candidate responses, to the Executive Committee for review and approval.
January	The Executive Committee discusses the process and recommendations of the 4th Year Review for each candidate, and makes a decision regarding candidates' contract renewal. Final decisions for/against contract renewal are to be made by the end of January.