Third Year Review Timeline
School of Public & Environmental Affairs
Indiana University – Bloomington
Updated June 2016

STEP 1 - August:

Campus Executive Associate Dean (or his/her delegate) identifies candidate(s) for third-year review, according to records in the Dean’s Office.

STEP 2 - September:

Campus Executive Associate Dean advises candidate(s) of the upcoming third-year review, informs candidate(s) of important dates, holds orientation for third-year review candidates, and prepares electronic box system to contain candidates’ dossier.

STEP 3 - September – Early January:

Candidate prepares dossier and submits documents to electronic box system.

STEP 4 – Mid-January:

Candidate's dossier due.

STEP 5 – Mid-January:

Campus Executive Associate Dean solicits letters from program directors and the chair(s) of the Faculty group(s) in which the candidate holds membership (where applicable).

STEP 6 - Early February:

Campus Executive Associate Dean reviews complete dossier and prepares dossier for review by the SPEA Campus Promotion and Tenure Advisory Committee, including letters solicited in step 5.

STEP 7 - Early February – Early March (no later than March 10th):

SPEA Campus Promotion and Tenure Advisory Committee deliberates and submits its review and recommendation to Campus Executive Associate Dean. In cases where the review is negative or in other ways identifies areas of concern, the dossier is referred to the SPEA Core School Promotion and Tenure Advisory Committee for further review.

STEP 8 – March 10 – March 24:

SPEA Core School Promotion and Tenure Advisory Committee deliberates and submits its review and recommendation to the Campus Executive Associate Dean for candidates referred to it.

STEP 9 – end of March:

Campus Associate Executive Dean forwards review(s) by the SPEA Campus Promotion and Tenure Advisory Committee and the SPEA Core School Promotion and Tenure Advisory Committee (if any) to the candidate.

STEP 10 - April:

Candidate, Dean, and Campus Executive Associate Dean meet to review the report(s) by the SPEA Campus Promotion and Tenure Advisory Committee and (if relevant) the SPEA Core School Promotion and Tenure Advisory Committee.