

**I-2**  
**DEADLINE DATES**  
(Revised 4/24)

The following deadlines have been established for submission of ladder faculty advancement cases from the Department to the College:

September 30

Assistant Professor deferral requests

2<sup>nd</sup> Monday in November

Dean's Authority cases

2<sup>nd</sup> Monday in December

Expanded Review cases (See Red Binder I-33 for definition of Expanded Review)

Completed cases must be submitted to the office of the appropriate Dean by the appropriate deadline date. Cases received after the due date will be returned to the Department and will not be processed. A missed deadline may not be used as justification for retroactivity in a future review. Recommendations must be based on materials available before August 31 except for extramural letters delayed by circumstances beyond the department's control. Departments may institute earlier cut-off dates. Both the Dean and the Associate Vice Chancellor for Academic Personnel must be notified if the department plans to change its existing cut-off date. It may also be appropriate in some promotion to tenure/SOE cases to add materials available after August 31.

In situations where a reviewing agency requests additional information in the case, a deadline for submission of those materials will be included in the request. If the materials are not received by the stated deadline the case will proceed through the review process without the materials. Failure to submit requested materials may have an effect on the outcome of the review. Failure to submit the requested materials may not be used as the basis for a reconsideration request.