IU School of Medicine Review Processes and Responsibilities

TENURED FACULTY DUE FOR PTR
By Feb. 1
Submit **annual review** materials to chair/chair's designee in Elements AND submit CV and one-page summary for each mission area to chair in Elements.

CHAIR
By Feb. 1
Conduct **3rd- and 5th-year reviews**. Submit dossiers to dean's office in OneDrive.

TENURED FACULTY DUE FOR PTR
By March 27
Submit optional **post-tenure review** response to CAO.

DEAN
By March 20
Conduct **post-tenure reviews**. Submit packets to CAO.

CHAIR
By March 1
Conduct **post-tenure reviews**. Submit packets to dean's office.

SCHOOL P&T COMMITTEE
2 dates in early April
Review **3rd- and 5th-year review** dossiers. Submit to dean.

DEAN
By April 30
Conduct **3rd- and 5th-year dossier reviews**.

CHAIR/REGIONAL CAMPUS DEAN/ DESIGNEE
By April 30
Complete all **faculty annual reviews**.

CHAIR
By July 1
Conduct **promotion and tenure reviews**. Submit dossiers to dean's office in eDossier.

SCHOOL P&T COMMITTEE AND SCHOOL L&C COMMITTEE
By Oct. 1
Conduct **promotion and tenure reviews**. Submit to dean in eDossier.

DEAN
By Nov. 1
Conduct **promotion and tenure reviews**. Forward dossiers to campus committeee in eDossier.

DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV

ALL FACULTY
Deadline set by department/regional campus
Submit **annual review** materials in Elements to chair, regional campus dean or a designee.

TENURE-TRACK FACULTY DUE FOR 3&5YR
Deadline set by dept./ regional campus
Submit **3rd- and 5th-year review** dossiers to primary committee in lieu of annual review.

FACULTY SEEKING PROMOTION AND/OR TENURE
Deadline set by dept./ regional campus
Submit **promotion and tenure dossiers** to primary committee in eDossier.

Guide to abbreviations
3&5YR = 3rd- and 5th-year reviews
PTR = Post-tenure review
P&T = Promotion and Tenure
L&C = Lecturers and Clinical Rank Faculty Promotions
CAO = Chief Academic Officer