P&B Actions for online submission (by type of action)

TYPE OF ACTION	RANK/POSITION	SUBMITTED BY APPLICANT	SUBMITTED BY CHAIR	SEMESTER WHEN ACTION IS TAKEN
Initial Appointment	Faculty and CLT			All
		_	CV& Department P&B votes	-
First Reappointment	Faculty (incl. Instructor/Lecturer)			Spring
		Application letter to President & Enhanced CV	Department P&B votes & MoE	_
	CLT			
		CLT Evaluation	Department P&B votes	-
Second reappointment	Faculty (incl. Instructor/Lecturer)			Fall
		Application letter to President & Enhanced CV	Department P&B votes & MoE	-
	CLT			
		CLT Evaluation	Department P&B votes	_
Third reappointment	Faculty (incl. Instructor/Lecturer)			Fall
		Portfolio	Department P&B votes & MoE	_
	CLT			
		CLT Evaluation	Department P&B votes	_
Fourth Reappointment	Faculty (incl. Instructor/Lecturer)			Fall
		Application letter to President & Enhanced CV	Department P&B votes & MoE; [Dean's Memorandum (for tenure-track faculty only!)] ¹	_
	CLT			
		CLT Evaluation	Department P&B votes	_
Fifth Reappointment	Faculty			Fall
	Seven-year clock			
		Application letter to President & Enhanced CV	Department P&B votes & MoE	_

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Please note that the Dean's Memorandum is prepared during the Spring semester of a tenure-track faculty's third year of service.

	Instructor			
	Five-year clock			_
		Portfolio	3 external peer evaluations ² & Department P&B votes & MoE	_
CCE	Lecturer			
		Portfolio	Department P&B votes & MoE	_
	CLT			
		CLT Evaluation	Department P&B votes	ı
Sixth Reappointment	Faculty (incl. Lecturer)			Fall
		Application letter to President & Enhanced CV	Department P&B votes & MoE	-
Seventh Reappointment	Faculty (incl. Lecturer)			Fall
w. tenure				
		Portfolio	3 external peer evaluations & Department P&B votes & MoE; Dean's Letter (for tenure-track faculty only!)	
Promotions	Assistant to Associate Prof.			Fall
		Portfolio	3 external peer evaluations & Department P&B votes & MoE; Dean's Letter	_
	Associate to Full Prof. ²			Spring
		Portfolio	3 external peer evaluations & MoE; Dean's Letter	-
	CLT			
		CLT Evaluation	Discuss with OAA; application for reclassification with HR; Department P&B votes	
Leave application				Spring
		Fellowship Leave Application (submits to Dept. P&B)	Fellowship Leave Application (submits to College P&B)	_
Scholar Incentive Award				All
		Scholarship Incentive Award (submits to Dept. P&B)	Scholarship Incentive Award (submits to College P&B)	

Goes directly to College P&B.