- DEPARTMENT/CANDIDATE
  - DRAFT DUE IFAS HR **JULY 13**
- IFAS HR
  - REVIEW PACKETS
  - COMMENTS BACK TO CANDIDATE **JULY 30**
- CANDIDATE
  - REVISE PACKET AS NEEDED
  - UPLOAD FINAL PACKET **AUGUST 6**
- DEPARTMENT HR
  - ADD REQUIRED ITEMS (EXTERNAL LETTERS, ETC.)
  - CERTIFY FOR FACULTY **AUGUST 13**
- DEPARTMENT ASSESSING FACULTY
  - REVIEW AND ASSESS
  - ASSESSMENTS TO CANDIDATE **AUGUST 27**. The candidate has five calendar days thereafter to request a meeting with the chair or to submit a written response.
- CHAIR
  - LETTER **SEPTEMBER 4**. The candidate has ten calendar days thereafter to submit a written response if s/he chooses to do so. The packet cannot be forwarded to the next step until the candidate either submits a response, indicates in writing that s/he will not respond, or 10 days have passed, whichever is first.
  - ENDORSEMENT **SEPTEMBER 14**
- IFAS COMMITTEE
  - REVIEW PACKETS
  - MEET **OCTOBER 29 TO NOVEMBER 2**
  - ASSESSMENTS TO CANDIDATE **NOVEMBER 6**. The candidate then has ten calendar days to request a meeting with the dean or to submit a written response.
- DEANS
  - MEET WITH CANDIDATES RE: IFAS COMMITTEE ASSESSMENT
  - PREPARE LETTERS
  - LETTER **DECEMBER 17**. The candidate has ten calendar days thereafter to request a meeting with the dean or to submit a written response. **However, because of the UF holiday closing between Christmas and New Year’s, additional time (until January 2) will be given to schedule this meeting if requested by the nominee.**
  - MEET WITH CANDIDATES RE: DEAN’S LETTER
  - ENDORSEMENT **JANUARY 7**
- ACADEMIC PERSONNEL
  - DUE **JANUARY 9**