• DEPARTMENT/CANDIDATE
  o DRAFT DUE IFAS HR JULY 11
• IFAS HR
  o REVIEW PACKETS
  o COMMENTS BACK TO CANDIDATE JULY 25
• CANDIDATE
  o REVISE PACKET AS NEEDED
  o UPLOAD FINAL PACKET AUGUST 4
• DEPARTMENT HR
  o ADD REQUIRED ITEMS (EXTERNAL LETTERS, ETC.)
  o CERTIFY FOR FACULTY AUGUST 11
• DEPARTMENT ASSESSING FACULTY
  o REVIEW AND ASSESS
  o ASSESSMENTS TO CANDIDATE AUGUST 25. The candidate has five calendar days thereafter to request a meeting with the chair or to submit a written response.
• CHAIR
  o LETTER SEPTEMBER 2. 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.
  o ENDORSEMENT SEPTEMBER 15
• IFAS COMMITTEE
  o REVIEW PACKETS
  o MEET OCTOBER 27 TO OCTOBER 31
  o ASSESSMENTS TO CANDIDATE NOVEMBER 5. The candidate then has ten calendar days to request a meeting with the dean or to submit a written response.
• DEANS
  o MEET WITH CANDIDATES RE: IFAS COMMITTEE ASSESSMENT
  o PREPARE LETTERS
  o LETTER DECEMBER 15. 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.
  o MEET WITH CANDIDATES RE: DEAN’S LETTER
  o ENDORSEMENT JANUARY 8
• ACADEMIC PERSONNEL
  o DUE (JANUARY 12 tentative)