

**University of Missouri-St. Louis**  
**Appointments, Tenure and Promotion Timelines**

Major events related to the ATP procedures are included in this timeline. Since the Response Option available to all candidates affects the due dates, unit heads are advised to consult the ATP Guidelines for additional details about ATP procedures and, if necessary, **stipulate an individualized schedule** that allows adequate time for a response for Candidates' Response Options, should the stated timeline prove inappropriate.

<b>Deadline</b>	<b>Activity</b>
Friday, May 29, 2009	Candidate submits the initial version of the Factual Record to the Unit Chair.
Friday, June 5	Chair appoints the <i>Ad Personam</i> Committee.
June 8- Aug 11	<i>Ad Personam</i> Committee reviews Factual Record and recommends revisions to candidate.
Friday, May 30	Dean submits to Provost a list of all tenure and/or promotion cases for 2009-2010.
Monday, Aug 3	Candidate submits final version of Factual Record to <i>Ad Personam</i> Committee.
Friday, Aug 24	<i>Ad Personam</i> Committee sends Candidate's dossier to Unit Committee in all units in which the Candidate holds an appointment.
Thursday, Sept 17	Voting members of the Unit Committee may submit written statements to Unit Coordinator.
Friday, Sept 18	Unit Committee members may submit additional statements to the Unit Committee Coordinator and Unit Chair.
Friday, Sept 25	Unit Committee report and Chair recommendation (optional) are conveyed to Candidate.
Friday, Oct 2	Deadline for Candidate to submit to Unit Coordinator and/or Chair any request for reconsideration.
Monday, Oct 12	Unit Committee and/or Chair convey report on outcome of any reconsideration to Candidate.
Monday, Oct 19	If Unit Committee and/or Unit Chair change original report, then Candidate's response, if any, is due to Unit Coordinator and/or Chair.
Thursday Oct 29	Unit Committee and/or Chair convey report on outcome of any reconsideration to Candidate.
Friday, Nov 8	Unit Chair forwards dossiers to all Deans' offices in which Candidate holds an appointment. (See Guidelines, Appendix 2 for instructions.)
Friday, Dec 4	Dean conveys recommendations to Candidate.
Friday Dec 11	Deadline for Candidate to request reconsideration, if any, of Dean.
Monday Dec 21	Dean conveys report on outcome of any reconsideration to

	Candidate.
Wednesday, Dec 23	Tenure-home dean's office sends complete dossier to Academic Affairs for distribution to the Senate ATP Committee.
Monday, Jan 25	Senate ATP Committee conveys recommendation to Candidate.
Monday, Feb 1	Deadline for Candidate to submit to Provost any response to ATP Committee's recommendation.
Thursday, Feb 11	ATP Committee responds to Candidate's response.
Monday Mar 1 or after response options are fulfilled	Committee sends dossier to Chancellor
Typically within 45 days of receiving dossier	Chancellor sends decision to Candidate.
Seven days after receiving Chancellor's decision	Deadline for Candidate to request any reconsideration.
Normally within 10 days of receiving request	Chancellor responds to Candidate.
Friday, July 31	Deadline for Chancellor's final action.