• DEPARTMENT/CANDIDATE
  o DRAFT DUE IFAS HR **JULY 12**
• IFAS HR
  o REVIEW PACKETS
  o COMMENTS BACK TO CANDIDATE **JULY 26**
• CANDIDATE
  o REVISE PACKET AS NEEDED
  o UPLOAD FINAL PACKET **AUGUST 5**
• DEPARTMENT HR
  o ADD REQUIRED ITEMS (EXTERNAL LETTERS, ETC.)
  o CERTIFY FOR FACULTY **AUGUST 12**
• DEPARTMENT ASSESSING FACULTY
  o REVIEW AND ASSESS
  o ASSESSMENTS TO CANDIDATE **AUGUST 26**. The candidate has five calendar days thereafter to request a meeting with the chair or to submit a written response.
• CHAIR
  o LETTER **SEPTEMBER 3**. 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 16**
• IFAS COMMITTEE
  o REVIEW PACKETS
  o MEET **OCTOBER 28 TO NOVEMBER 1**
  o 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
  o MEET WITH CANDIDATES RE: IFAS COMMITTEE ASSESSMENT
  o PREPARE LETTERS
  o LETTER **DECEMBER 16**. 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 9**
• ACADEMIC PERSONNEL
  o DUE **JANUARY 13**