P&T College Level Checklist

COLLEGE PACKET PREPARER: review and post		
Documents/To Do	Deadline	Link/Location
☐ Receive the packet from the unit level	Oct 4	FSH 3500 E-4
☐ Review the packet to ensure all elements from the unit level are complete	Oct 4	Checklists
☐ Post the dossier in a secure location for the College P&T Committee (must have access 2 weeks prior to first meeting)	Oct 4	FSH 3500 F-2

DEAN: college committee and reports		
Documents/To Do	Deadline	Link/Location
☐ Work with units to determine College P&T Committee membership	Sept 13	FSH 3500 F-1
☐ Confer individually or collectively with unit administrators (any results are included in the Dean's report)	Oct 30	FSH 3500 F-3
☐ Ensure the committee follows FSH 3500 F-2 including meeting timing, report requirements, etc.	Oct 30	FSH 3500 F-1 and 2
☐ Receive the College P&T report	Oct 30	FSH 3500 F-2
☐ Write the Dean's report	Nov 6	FSH 3500 F-3
☐ Provide the candidate with the College P&T Committee report and Dean's report	Nov 6	FSH 3500 F-4

CANDIDATE: review of college level correspondence		
Documents/To Do	Deadline	Link/Location
☐ Read all the correspondence from the college level carefully	Nov 13	FSH 3500 F-4
☐ Prepare a candidate response or inform the administrator of no response (candidate has 5 business days from receipt of reports)	Nov 13	FSH 3500 F-4

COLLEGE PACKET PREPARER: finalize and forward		
Documents/To Do	Deadline	Link/Location
☐ Insert college level reports and candidate statement into the packet	Nov 14	FSH 3500 F-5; Checklists
☐ Update the summary form (page 2)	Nov 14	FSH 3500 F-5; Checklists
☐ Review the packet one more time to ensure bookmarks line up and all information is accounted for	Nov 14	FSH 3500 F-5; Checklists
☐ Gather all ballots and feedback and from the unit and college levels and verify votes	Nov 14	
☐ Drop the packet, ballots and feedback in the college's PROV folder in Share Point (firm deadline: 3rd Friday in November)	**Nov 17**	FSH 3500 F-5; Checklists