

**2017-2018 CAS Preparation Timeline  
for Promotion and/or Continuing Appointment  
University at Albany**

Fall 2017 Cases with Decision by <b>Aug. 30, 2018</b>	Spring 2018 Cases with Decision by <b>Jan. 31, 2019</b>	<b>ACTION</b>
March 1, 2017	September 1, 2017	Date by which candidate must notify Department Chair, with a copy to Dean and Provost, of a request for consideration for promotion and/or tenure ( <i>required for early and promotion only cases; not required for mandatory cases</i> ).
April 15, 2017	September 15, 2017	Latest date for candidates and departments to <i>begin</i> preparing file for promotion and/or continuing appointment (i.e., finalize candidate statements and CV, identify external reviewers, etc).
<b>October 2, 2017</b>	<b>February 19, 2018</b>	All <i>mandatory</i> cases for promotion and/or continuing appointment due from departments to College Office.
<b>November 17, 2017</b>	<b>March 2, 2018</b>	All <i>non-mandatory (early)</i> and <i>promotion only</i> cases due from departments to College Office.
January 5, 2018	April 15, 2018	All <i>mandatory</i> tenure and/or promotion cases completed by College Promotion and Tenure Committee and forwarded to Dean.
January 15, 2018	May 1, 2018	Dean forwards <i>mandatory</i> tenure and/or promotion cases to Provost's Office for review by the Council on Promotions and Continuing Appointments (CPCA).
February 9, 2018	May 15, 2018	<i>Promotion only and non-mandatory (early)</i> cases completed by College Promotion and Tenure Committee and forwarded to Dean.
February 16, 2018	June 30, 2018	Dean forwards <i>promotion only and non-mandatory (early)</i> cases to Provost's Office for review by CPCA.
May 31, 2018	December 15, 2018	CPCA completes review of all cases and forwards recommendations to the Provost.
August 1, 2018	January 5, 2019	Provost completes review of cases and forwards recommendations to the President.
<b>August 31, 2018</b>	<b>January 31, 2019</b>	Decisions by President and notification to the candidates.
August 31, 2018	January 31, 2019	Cases involving continuing appointment forwarded to Chancellor for confirmation of President's decisions.

**NOTES:**

\* When date falls on a weekend, information is due the next following business day.

\* Dates may be slightly adjusted due to number of cases each semester -- especially the fall semester.

Revised 9/18/2017