<table>
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<th>Date</th>
<th>Responsible Group / Person(s)</th>
<th>Activity</th>
</tr>
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<tr>
<td>Oct 416</td>
<td>Meet with the Provost</td>
<td>Approves the special committee. All faculty and/or graduate students who wish to participate in the special committee must sign up for the meeting.</td>
</tr>
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<td>Oct 416</td>
<td>Submit names of proposed</td>
<td>The names of the proposed candidates must be submitted to the Provost’s office by the end of the month.</td>
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### Special Committee Meetings

- **Meeting Date:** October 10, 2016
- **Time:** 10:00 AM
- **Location:** University Library Conference Room

#### Special Committee Members

- **Chair:** Professor John Doe
- **Members:**
  - Professor Jane Smith
  - Professor Mark Brown
  - Professor Sarah Johnson
  - Professor David Lee

#### Agenda Items

1. **Vetting Process**
   - Discussion of proposed candidates for promotion to full professor.
   - Review of candidate files and qualifications.

2. **Letter Writing**
   - Preparation of letters for candidates recommended for promotion.
   - Approval of letter recipients and distribution schedule.

3. **Review of Prior Year’s Recommendations**
   - Analysis of previous year’s promotion decisions.
   - Discussion of lessons learned and recommendations for future cycles.

4. **Conclusion**
   - Summary of key decisions and next steps.
   - Final approval of recommendations for promotion to full professor.

#### Additional Considerations

- **Evaluation Criteria:**
  - Research productivity
  - Teaching effectiveness
  - Service contributions

- **Support Materials:**
  - Candidate resumes
  - Research publications
  - Teaching evaluations

- **Contact Information:**
  - Chair: Professor John Doe
  - Email: john.doe@illinois.edu
  - Phone: (217) 333-1234

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### University Librarian Office

- **Title:** University Librarian
- **Contact:** Ethan Allen
- **Phone:** (217) 333-5678
- **Email:** ethan.allen@illinois.edu

#### Responsibilities

- **Promotion Review:**
  - Evaluation of candidates for promotion to full professor.
  - Preparation of recommendation letters for candidates.

- **Tenure Review:**
  - Review of candidates for tenure and promotion.
  - Approval of tenure and promotion decisions.

- **Supporting Materials:**
  - Candidate files
  - Letter submissions
  - Promotion and tenure dossiers

- **Additional Support:**
  - Administrative assistance
  - Office logistics

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### University of Illinois

- **Title:** University of Illinois
- **Contact:** University Librarian Office
- **Email:** illinois.library@illinois.edu
- **Phone:** (217) 333-1234

#### Responsibilities

- **Promotion and Tenure:**
  - Evaluation of candidates for promotion and tenure.
  - Approval of promotion and tenure decisions.

- **Supporting Materials:**
  - Candidate files
  - Letter submissions
  - Promotion and tenure dossiers

- **Additional Support:**
  - Administrative assistance
  - Office logistics

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### Provost’s Office

- **Title:** Provost’s Office
- **Contact:** Provost’s Office
- **Email:** provost.office@illinois.edu
- **Phone:** (217) 333-1234

#### Responsibilities

- **Promotion and Tenure:**
  - Evaluation of candidates for promotion and tenure.
  - Approval of promotion and tenure decisions.

- **Supporting Materials:**
  - Candidate files
  - Letter submissions
  - Promotion and tenure dossiers

- **Additional Support:**
  - Administrative assistance
  - Office logistics

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### University Administration

- **Title:** University Administration
- **Contact:** University Administration
- **Email:** university.administration@illinois.edu
- **Phone:** (217) 333-1234

#### Responsibilities

- **Promotion and Tenure:**
  - Evaluation of candidates for promotion and tenure.
  - Approval of promotion and tenure decisions.

- **Supporting Materials:**
  - Candidate files
  - Letter submissions
  - Promotion and tenure dossiers

- **Additional Support:**
  - Administrative assistance
  - Office logistics

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### College of Arts and Sciences

- **Title:** College of Arts and Sciences
- **Contact:** College of Arts and Sciences
- **Email:** artsandsciences.office@illinois.edu
- **Phone:** (217) 333-1234

#### Responsibilities

- **Promotion and Tenure:**
  - Evaluation of candidates for promotion and tenure.
  - Approval of promotion and tenure decisions.

- **Supporting Materials:**
  - Candidate files
  - Letter submissions
  - Promotion and tenure dossiers

- **Additional Support:**
  - Administrative assistance
  - Office logistics
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<td>Oct 4, 2016</td>
<td>FRC for tenure and promotion to associate professor cases. FRC subcommittee of 4 professors to promote to professor. FRC subcommittee of 4 professors for promotion to professor. FRC subcommittee of 4 professors for promotion to professor. Transmits FRC votes and any letters elaborating on FRC recommendations for tenure and promotion to University Librarian. Transmits FRC votes to PTA. Any letters from FRC to UL elaborating on FRC recommendations are not forwarded to PTA.</td>
</tr>
<tr>
<td>Oct 11, 2016</td>
<td>PTA for tenure and promotion to associate professor cases. PTA subcommittee of 6 professors for promotion to professor. Evaluate documentation, vote, and write up recommendations. Transmit FRC votes and letters elaborating on recommendations to University Librarian.</td>
</tr>
<tr>
<td>Oct 17, 2016</td>
<td>University Librarian’s Office. Final copy edit of promotion and tenure dossiers.</td>
</tr>
<tr>
<td>Oct 4, 2016</td>
<td>Chairs of FRC &amp; PTA. Evaluate documentation, vote, and write up recommendations.</td>
</tr>
<tr>
<td>Oct 14, 2016</td>
<td>Faculty Editor. Proofread final promotion and tenure dossiers.</td>
</tr>
<tr>
<td>Oct 14, 2016</td>
<td>University Librarian. Forward recommendations for promotion to Office of Provost.</td>
</tr>
<tr>
<td>Oct 18, 2016</td>
<td>University Librarian. Notify candidates of promotion recommendations.</td>
</tr>
<tr>
<td>Oct 18, 2016</td>
<td>University Librarian. Send communication to associate faculty soliciting those who wish to be promoted to full professor.</td>
</tr>
<tr>
<td>Dec 12, 2016</td>
<td>FRC. Elect new chair; notify UL Office of Provost of identity of FRC Chair.</td>
</tr>
<tr>
<td>Dec 12, 2016</td>
<td>FRC. Send Promotion, Tenure, and Faculty Review Calendar along with Annual Review Guidelines to all faculty.</td>
</tr>
<tr>
<td>Dec 22, 2016</td>
<td>PTA. Send communication to all junior rank faculty members and Peer Review committee chairs concerning upcoming course.</td>
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