1. The CSB PTAC will perform a preliminary review of the Curriculum vita submitted by any faculty member who wishes to be considered for advancement (promotion and/or tenure) during the following academic year. The PTAC will determine whether to move forward with the process of soliciting letters of support and will forward its recommendation to the Chair of the Department. The Department Chair will then convey this decision to the faculty candidate. The faculty member will also be encouraged to meet with the PTAC Chair to discuss suggestions from the committee regarding the CV and the procedure for preparing the packet, if appropriate.

2. The CSB PTAC will perform a second review once the letters of support have been received and the CV has been appropriately revised to determine whether or not to proceed. The candidate will be advised of the outcome of the PTAC deliberations in a letter from the PTAC chair to be sent within 2 weeks of sending the official letter to the departmental Chair.