APPENDIX C

TIMELINE CHECKLIST

(ATTACHED TO CANDIDATE FILE FOR TRANSMITTAL TO APPROPRIATE ADMINISTRATIVE OFFICE)

- □ November 1 (year) Candidate's file and the Committee's written recommendation are forwarded to the (University Librarian) or (Law Library Director and Law School Dean)
- □ November 1 through November 30 (year)
- □ University Librarian reviews and prepares a written recommendation. OR;
- □ Law Library Director reviews and prepares a written recommendation.
- □ Law School Dean reviews and prepares a written recommendation.
- Candidate receives a summary of the Committee's recommendation from the (University Librarian) or (Law Library Director and Law School Dean), which includes the Committee's rationale in the event of a negative decision. Candidate has ten working days from receipt of summary to provide the (University Librarian) or (Law Library Director) with a written response to the Committee's recommendation.
- □ **December 1 (year)** (University Librarian) or (Law Library Director and Law School Dean) submit his/her recommendations and the complete file to the Chair of the Committee.
- □ **December 1 (year)** Chair of the Committee delivers the recommendations and the complete file to the Provost for review and recommendation to the President by February 1 (year)