

V. APPENDIX C

TIMELINE CHECKLIST

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

- ❑ October 15th (year) Candidate's file and the Committee's written recommendation are forwarded to the (Dean of the Lemieux Library) or (Law Library Director and Law School Dean)

- ❑ **October 15th through November 30th (year)**
- ❑ Dean of the Lemieux Library 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 (Dean of the Lemieux Library) or (Law Library Director and Law School Dean), which includes the Committee's rationale in the event of a negative decision. Candidate has five working days from receipt of summary to provide the (Dean of the Lemieux Library) or (Law Library Director) with a written response to the Committee's recommendation.

- ❑ **December 1st (year)** Dean of the Lemieux Library submits his/her recommendations and the complete file to the Chair of the Committee.
- ❑ **December 1st (year)** Law Library Director shall forward to the Law School Dean the candidate's file, the Committee recommendation, any written response from the candidate, and his or her own recommendation and observations.
- ❑ **December 10th (year)** Law School Dean shall forward his or her own recommendation to the Committee Chair.
- ❑ **December 15th (year)** Chair of the Committee delivers the recommendations and the complete file to the Provost for review and recommendation to the President by February 1st (year).