

Deferral Request

A. First- and second-year deferrals

Responsibility	Action
Department chair	1. Prepares brief letter explaining the reason for requesting deferral, indicating that chair and candidate have discussed the deferral and that the individual is aware of what needs to be done to advance further.
Candidate	2. Provides copy of departmental letter to candidate. 3. Reviews materials; signs Candidate's Disclosure Certificate.
Department chair	4. May submit written comments for submission with file.
Department chair	5. Forwards deferral materials to dean.
Dean	6. Takes one of the following actions: <ol style="list-style-type: none"> a. Approves request. b. Requests further information. c. Consults with department chair about preparation of full-scale review file for extradepartmental review.
	7. Forwards deferral materials to Vice Provost--Academic Personnel for inclusion in candidate's personnel file.

B. Third-year deferrals

Responsibility	Action
Department chair	1. Prepares brief, informative letter that explains and justifies reason for requesting deferral.
	2. Prepares, with candidate, a plan for progress.
	3. Prepares up-to-date Teaching, Advising, and Curricular Development Record that covers entire period since last advancement.
	4. Obtains updated publication list (Exhibit C).
	5. Provides written summary of departmental letter to candidate; allows candidate to inspect non-confidential materials to be forwarded to dean.
Candidate	6. Signs Candidate's Disclosure Certificate.
	7. May submit written comments with file.
Department chair	8. Forwards deferral materials to dean.
Dean	9. Reviews file; signs concurrence, or prepares cover letter with dean's comments to Vice Provost--Academic Personnel.
Vice Provost-- Academic Personnel	10. Reviews deferral materials and submits to the Oversight Subcommittee of the Committee on Academic Personnel (CAP).
CAP	11. Reviews deferral materials.
	12. Makes recommendation for final disposition of deferral request to Vice Provost--Academic Personnel.
Vice Provost-- Academic Personnel	13. Takes one of the following actions related to final disposition of deferral: <ol style="list-style-type: none"> a. Approves request. b. Requests further information. c. Sends deferral request to dean to return to department for consultation and preparation of full-scale review file for extra departmental review.