		Hold the Mid-Tenure Review Workshop (via Microsoft Teams)	After the workshop, candidates will be identified for Archivum online applications
November 20 –	Department Liaison	Complete “Annual Assignments” Complete “Annual Evaluations”	Enter the candidate’s Annual Assignments and upload their Annual Evaluations
November 20 –	Department Liaison	Identify T&P Dept Chair	Department Chair does not have access to the applications until their name is added to the membership group.
November 20 –	Candidate	Complete Teaching section & check “Mark as Ready” for Summary of Teaching Complete Research section & check “Mark as Ready” for Analysis of Publications	The “Mark as Ready” action sends an to Department Chair that the application is ready for their Summary/Analysis
As soon as Chair receives the –	Department Chair	Submit Summary of Teaching Submit Analysis of Publications DocuSign	The application cannot move forward without submission of Summary and Analysis & must be DocuSigned by Department Chair
As soon as all items above are complete –	Candidate	Click “Submit for Quality Review” button	This sends the entire application to College Liaison for Quality Review (QR) to review for completeness
As soon as Candidate submits for QR (or sooner) –	Department Liaison	Identify T&P Committee Chair T&P Viewers (Committee Members)	N