

**College of Engineering**  
**University of South Alabama**  
**Summary of**

**Jan 17-22** The Dean checks that all required materials are present and in order. If not, the **Dean** requests immediate correction. The Dean calls a meeting of the College Promotion and/or Tenure Committee.

**Jan 22-Feb 1** All materials are made available to the College Promotion and/or Tenure Committee. At the first meeting of this Committee, it is charged with its tasks by the Dean, and it elects its Chair. This Committee starts its deliberation and meets as often as needed.

**Feb 1-14** The College Promotion and/or Tenure Committee discusses the materials and arrives at a recommendation.

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