# **Periodic Multi-Year Review Timeline for Faculty and Department Chair**

The timeline below provides approximate dates for each step of the PMYR process. See the Master Academic Calendar for exact dates in a given year. Faculty and chairpersons should read the official [Periodic Multi-Year Review document](https://www.umb.edu/media/umassboston/content-assets/academics/pdf/Faculty_Periodic_Multi_Year_Review.pdf) for details regarding the materials involved, the review criteria and terms of evaluation.

**First week in Feb**.: By this date faculty scheduled for PMYR submit their personal statement (2000 words max.) and CV to department chairperson who passes it along to DPC. Chair provides DPC with AFRs and teaching evaluations of faculty member for prior 6 years plus current year.

**First week in March**: Recommendations of DPC and chairperson are completed and go to PMYR faculty and dean.

**Mid-April:** Dean submits recommendation to PMYR faculty, DPC and chair

**First week in May:** Chairperson submits names of faculty eligible for PMYR the following academic year to dean (for reporting to provost). Chairpersons are responsible for ensuring that such faculty are aware of their rights and responsibilities. (See PMYR document.)

**First week in May**: Dean submits PMYR report to provost

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