

### Postponement and Deferral

#### A. Postponements

Responsibility	Action
Department chair	<ol style="list-style-type: none"> <li>1. Prepares, with candidate, a postponement action. These requests must be accompanied by supporting documentation, such as a note from the faculty member that indicates that they have (or had) 50% or more care of the new child.</li> <li>2. Obtains Candidate's Disclosure Certificate that verifies that the candidate has reviewed the file.</li> </ol>
Joint department chair(s)	<ol style="list-style-type: none"> <li>3. Prepares brief acknowledgement letter</li> <li>4. Obtains Candidate's Disclosure Certificate that verifies that the candidate has reviewed the file.</li> <li>5. Forwards letter and Disclosure Certificate to primary department.</li> </ol>
Primary department chair	<ol style="list-style-type: none"> <li>6. Forwards postponement materials to dean(s).</li> </ol>
Primary dean	<ol style="list-style-type: none"> <li>7. Assures that file is in compliance with established policies and procedures.</li> </ol>
Joint dean(s)	<ol style="list-style-type: none"> <li>8. Reviews file; signs concurrence.</li> <li>9. Forwards concurrence to primary dean.</li> </ol>
Primary dean	<ol style="list-style-type: none"> <li>10. Reviews file and signs concurrence.</li> <li>11. Forwards file and concurrence to Vice Provost-Academic Affairs.</li> </ol>
Vice Provost—Academic Affairs	<ol style="list-style-type: none"> <li>12. Assures that file is in compliance with established policies and procedures.</li> <li>13. Review file and makes decision; transmits final decision to the dean(s).</li> </ol>
Primary dean	<ol style="list-style-type: none"> <li>14. Sends announcement to department chair(s).</li> </ol>
Primary department chair	<ol style="list-style-type: none"> <li>15. Transmits decision (in writing) to candidate.</li> </ol>

#### B. Redelegated Deferrals

Responsibility	Action
Department chair	<ol style="list-style-type: none"> <li>1. The chair and candidate discuss the deferral and what the candidate needs to do to advance further.</li> <li>2. Gathers documentation for review file according to <a href="#">Checklist for Deferral</a>.</li> <li>3. Prepares brief letter explaining the reason for requesting deferral and indicating that chair and candidate have discussed the deferral.</li> <li>4. Provides copy of letter to candidate.</li> <li>5. Accepts optional written comments from candidate for submission with file.</li> <li>6. Obtains Candidate's Disclosure Certificate that verifies that the candidate has reviewed the file.</li> </ol>
Joint department chair(s)	<ol style="list-style-type: none"> <li>7. Prepares optional brief letter with recommendation.</li> <li>8. Provides copy of letter to candidate, if applicable.</li> <li>9. Obtains Candidate's Disclosure Certificate that verifies that the candidate has reviewed the file.</li> </ol>

	10. Forwards department letter and Disclosure Certificate to primary department.
Primary department chair	11. Forwards deferral materials to dean(s).
Primary dean	12. Assures that review file is in compliance with established policies and procedures. 13. After consultation with joint dean(s), takes one of the following actions: a. Approves request; sends announcement to department chair(s). b. Denies request; consults with primary department chair about preparation of advancement action for department review (See Procedure 2).
Primary department chair	14. Transmits decision (in writing) to candidate with copy of dean's comments.
Primary dean	15. Forwards deferral materials to Vice Provost—Academic Affairs as the office of record.

C. Non-redelegated deferrals

Responsibility	Action
Department chair	1. Chair and candidate discuss the deferral and what the candidate needs to do to advance further. 2. Gathers documentation for review file according to <a href="#">Checklist for Deferral</a> . 3. Prepares brief letter explaining the reason for requesting deferral and indicating that chair and candidate have discussed the deferral. 4. Prepares, with candidate, a plan for progress. 5. Accepts optional written comments from candidate for submission with file. 6. Obtains Candidate's Disclosure Certificate that verifies that the candidate has reviewed the file.
Joint department chair(s)	7. Prepares optional brief letter with recommendation. 8. Provides copy of letter to candidate, if applicable. 9. Obtains Candidate's Disclosure Certificate that verifies that the candidate has reviewed the file. 10. Forwards department letter and Disclosure Certificate to primary department.
Primary department chair	8. Forwards deferral materials to dean(s).
Primary dean	9. Assures that review file is in compliance with established policies and procedures.
Joint dean(s)	10. Reviews file; signs concurrence or prepares recommendation letter. 11. Forwards concurrence/recommendation letter to primary dean.
Primary dean	12. Reviews file, including joint dean recommendation(s), if applicable; signs concurrence or prepares recommendation letter. 13. Forwards review file and concurrence/recommendation letter materials to Vice Provost—Academic Affairs.
Vice Provost—Academic Affairs	14. Assures that review file is in compliance with established policies and procedures; forwards review file to appropriate central review committee.

Appropriate personnel committee	15. Reviews file; discusses and votes on recommendation; writes report of recommendation; forwards file and recommendation to Vice Provost—Academic Affairs.
Vice Provost—Academic Affairs	16. Reviews file and committee recommendations; makes decision; transmits final decision with reviewer comments to the dean(s).
Primary dean	17. Takes one of the following actions: a. If request is approved, sends announcement to department chair(s). b. If request is denied, consults with primary department chair about preparation of advancement action for department review (See Procedure 2).
Primary department chair	18. Transmits decision (in writing) to candidate with copy of reviewers' comments.