

## WHY CASES ARE DELAYED

- Review File is incomplete
- Data is inconsistent
- Case is submitted after deadline and goes to bottom of the queue
- Reviewer's names are not coded
- Faculty meetings aren't scheduled in a timely manner
- For a joint appointment, home department forgets to get input from other department
- Lack of or incorrect faculty vote
- Multiple layers of review within a department or division
- Affirmative Action search is missing or incomplete
- Teaching evaluations or summary of teaching are missing
- Materials from outside the review period are included
- Typographical errors in salaries and effective dates
- Publication list inconsistent or questionable
- Lack of or insufficient discussion regarding significance of publications during the review period