

2015-2016

Electronic Promotion & Tenure (eP&T)

Schedule



**The Office of Faculty Relations
Millican Hall Suite 351
(407) 823-1113**

<http://facultyrelations.ucf.edu/promotion-tenure/>

Department Level Deadlines & Role Responsibilities

Monday, February 23, 2015

The Department Chair/Unit Head discusses the promotion and tenure process with faculty who are applying for promotion only, promotion and tenure, or tenure only during academic year 2015-2016. Normally, a faculty member applies for tenure during the sixth (6th) year of continuous service. Exceptions include, but are not limited to: faculty electing to go up early, that is prior to the sixth (6th) year; using credit toward tenure given upon hire, unless voluntarily rescinded; or faculty who were employed in a tenure-earning position starting with a spring semester, in which case they may count tenure-earning time beginning with the following academic year.

Academic year	Tenure year
2015-2016	6
2014-2015	5
2013-2014	4
2012-2013	3
2011-2012	2
2010-2011	1

Friday, March 20, 2015

The Department Chair/Unit Head obtains and contacts the Candidate's and department committee's list of potential external reviewers. External reviewers shall not have served as the Candidate's dissertation advisor, post-doctoral mentor, or close collaborative colleague. The Department Chair/Unit Head and Candidate should discuss and rank potential external reviewers.

Friday, March 27, 2015

The Department Chair/Unit Head sends materials to external reviewers.

Thursday, April 16, 2015

Promotion and Tenure Dossier Preparation Workshop, Morgridge Reading Center, Room 108, 10:00 AM-12:00 PM.

Friday, April 24, 2015

The Department Chair/Unit Head or their designee emails all of the Candidates' information and the department P&T committee's composition to the Office of Faculty Relations (attention: ePandT@ucf.edu).

Monday, July 6, 2015

The external reviewer letters are due to Department Chair/Unit Head. The Department Chair/Unit Head forwards copies of the external reviewer letters to the Candidate to upload within their e-dossier.

Dates listed below represent when the e-dossier should be forwarded to the next step in the process.



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Monday, August 24, 2015

The Candidate **prepares, uploads, and forwards** (via the “**Resubmit**” button) the e-dossier to the department chair within the eP&T system. The non-electronic book-two dossier is hand-delivered to the Department Chair/Unit Head. The Candidate may upload additional documents (pdf) throughout the process until the provost reaches his final decision.

Wednesday, August 26, 2015

The Department Chair reviews the e-dossier for completeness by: **(1) certifying** grants, contracts, and publications are accurate (via the acknowledgement checkboxes), **(2) entering** the number of external reviewers contacted and the number that responded, **(3) forwarding** the e-dossier (via the “**Reviewed**” button) to the department’s committee, or **recycling** it to the Candidate for revision(s). Non-electronic book-two dossiers are made available to the department P&T committee.

Wednesday, September 9, 2015

The department committee chair must coordinate the analysis of the Candidate by: **(1) completing** the evaluation by typing within the provided area or uploading a document (pdf) within the eP&T system, **(2) collecting and uploading** the voting committee members’ signatures on the “Electronic Promotion & Tenure Signature List” within the eP&T system, and **(3) forwarding** (via the “**Reviewed**” button) the e-dossier to the Department Chair. Non-electronic book-two dossiers are made available to the department P&T committee.

Thursday, September 10, 2015

The Department Chair reviews of the department P&T committee’s evaluation by: **(1) ensuring** the signature list uploaded, belongs to the Candidate, **(2) confirming** the number of signatures matches the number of votes for the Candidate, and **(3) either forwarding** the e-dossier (via the “**Reviewed**” button) to the Candidate or **recycling** it to the department P&T committee chair for revision(s). Within five calendar days, the Candidate completes electronic acknowledgement of receipt and has the option to upload a response within the eP&T system.

Friday, September 11, 2015

The College Dean or Dean Designee must email the college promotion and tenure committee composition to the Office of Faculty Relations (attention: ePandT@ucf.edu).

Tuesday, September 15, 2015

The Candidate reviews the department P&T committee’s evaluation. The Candidate **(1) acknowledges** they have read the evaluation by checking the required certification box. They have the option to **(2) upload** a response within the eP&T system. The Candidate **(3) forwards** the e-dossier (via the “**Reviewed**” button) to the Department Chair.



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Tuesday, September 22, 2015

The Department Chair completes an evaluation of the Candidate by: **(1) typing** within the provided area or uploading a document (pdf) within the eP&T system and **(2) forwarding** the e-dossier (via the **"Reviewed"** button) to the Candidate. Within five calendar days, the Candidate completes electronic acknowledgement of receipt and has the option to upload a response within the eP&T system.

Sunday, September 27, 2015

The Candidate reviews the Department Chair's evaluation. The Candidate **(1) acknowledges** they have read the evaluation by checking the required certification box. They have the option to **(2) upload** a response within the eP&T system. The Candidate **(3) forwards** the e-dossier (via the **"Reviewed"** button) to the Department Chair.

Monday, September 28, 2015

The Department Chair **(1) reviews** the Candidate's optional response (if applicable), and **(2) forwards** the e-dossier (via the **"Reviewed"** button) to the College Dean Designee. Non-electronic book-two dossiers are made available to the department P&T committee.

College Level Deadlines & Role Responsibilities

Tuesday, September 29, 2015

The Dean Designee has “**View Only**” privileges. The Dean Designee reviews the e-dossier for completeness by: **(1) ensuring** all documents are readable, belong to the Candidate, and **(2) forwarding** the e-dossier (via the “**Reviewed**” button) to the chair of the college P&T committee. Non-electronic book-two dossiers are made available to the college P&T committee.

Thursday, October 22, 2015

The college committee chair coordinates the analysis of the Candidate by: **(1) completing** the evaluation by typing within the provided area or uploading a document (pdf) within the eP&T system, **(2) collecting and uploading** the voting committee members’ signatures on the “Electronic Promotion & Tenure Signature List” within the eP&T system, and **(3) forwarding** (via the “**Reviewed**” button) the e-dossier to the Dean Designee.

Friday, October 23, 2015

The Dean Designee reviews the college P&T committee’s evaluation by: **(1) ensuring** the signature list uploaded, belongs to the Candidate, **(2) confirming** the number of signatures matches the number of votes for the Candidate, and **(3) either forwarding** the e-dossier (via the “**Reviewed**” button) to the Candidate or **recycling** it to the college P&T committee for revisions. Within five calendar days, the Candidate completes electronic acknowledgement of receipt and has the option to upload a response within the eP&T system.

Wednesday, October 28, 2015

The Candidate reviews the college P&T committee’s evaluation. The Candidate **(1) acknowledges** they have read the evaluation by checking the required certification box. They have the option to **(2) upload** a response within the eP&T system. The Candidate **(3) forwards** the e-dossier (via the “**Reviewed**” button) to the College Dean.

Wednesday, November 11, 2015

The Dean completes an evaluation of the Candidate by: **(1) typing** within the provided area or uploading a document (pdf) within the eP&T system and **(2) forwarding** the e-dossier (via the “**Reviewed**” button) to the Candidate. Within five calendar days, the Candidate completes electronic acknowledgement of receipt and has the option to upload a response within the eP&T system.

Wednesday, November 11, 2015 – Monday, November 16, 2015

The College Dean Designee reviews all e-dossiers and non-electronic book-two dossiers for completeness by **ensuring** all documents are readable and **belong** to the Candidate.



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Monday, November 16, 2015

The Candidate reviews the dean's evaluation. The Candidate **(1) acknowledges** they have read the evaluation by checking the required certification box. They have the option to **(2) upload** a response within the eP&T system. The Candidate **(3) forwards** the e-dossier (via the **"Reviewed"** button) to the college dean.

Tuesday, November 17, 2015

The dean **(1) reviews** the Candidate's optional response (if applicable), and **(2) forwards** the e-dossier (via the **"Reviewed"** button) to the Office of Faculty Relations. Non-electronic book-two dossiers are hand-delivered to the Office of Faculty Relations (Millican Hall, 351).

Tuesday, November 17, 2015 – Thursday, December 10, 2015

The Office of Faculty Relations reviews all e-dossiers and non-electronic book-two dossiers for completeness.

Friday, December 11, 2015

The Office of Faculty Relations forwards all e-dossiers to the university P&T committee. Non-electronic book-two dossiers are made available to the university P&T committee.

University Level Deadlines & Role Responsibilities

Friday, January 22, 2016

The university committee chair coordinates the analysis of the Candidate by: **(1) completing** the evaluation by typing within the provided area or uploading a document (pdf) within the eP&T system, **(2) collecting and uploading** the voting committee members' signatures on the "Electronic Promotion & Tenure Signature List" within the eP&T system, and **(3) forwarding** (via the "**Reviewed**" button) the e-dossier to the Office of Faculty Relations.

Wednesday, January 27, 2016

The Office of Faculty Relations reviews the university committee's evaluation by: **(1) ensuring** the signature list uploaded, belongs to the Candidate, **(2) confirming** the number of signatures matches the number of votes for the Candidate, and **(3) either forwarding** the e-dossier (via the "**Reviewed**" button) to the Candidate or **recycling** it to the university P&T committee for revisions. Within five calendar days, the Candidate completes electronic acknowledgement of receipt and has the option to upload a response within the eP&T system.

Monday, February 1, 2016

The Candidate reviews the university P&T committee's evaluation. The Candidate **(1) acknowledges** they have read the evaluation by checking the required certification box. They have the option to **(2) upload** a response within the eP&T system. The Candidate **(3) forwards** the e-dossier (via the "**Reviewed**" button) to the Office of Faculty Relations.

Tuesday, February 2, 2016

The Office of Faculty Relations forwards promotion and tenure dossiers to the provost. Non-electronic book-two dossiers are made available to the provost.

Tuesday, February 2, 2016 – Friday, March 25, 2016

The provost reviews all e-dossiers and non-electronic book two dossiers. [This concludes activity in the eP&T system].

Friday, March 25, 2016 – Friday, April 1, 2016

The provost and president discuss the promotion and tenure Candidates.

Monday, April 11, 2016

Hard copy notifications are sent to applicants with the provost and executive vice-president and president's promotion and tenure decision.

Thursday, May 26, 2016

The tenure applicant dossiers are presented at the Board of Trustees (BOT) meeting for approval. Immediately following the BOT meeting, hard copy notifications are sent to applicants.



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For 2015-2016



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