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## Promotion & Tenure Schedule

Tenure-Track, Tenured, Non-Tenure Earning  
(NTE), Research, and Clinical Faculty

2016-2017

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# Promotion & Tenure Schedule

## 2016-2017

*Note: The Department Chair/Unit Head and Dean have view only privileges throughout the entire promotion and tenure process.*

DEADLINE (Start date-End date)	TASK
Monday, January 11- Friday, January 22, 2016	<b>COLLEGE ELECTIONS FOR <u>UNIVERSITY P&amp;T</u> COMMITTEE ARE HELD [RECOMMENDED DATE].</b> <i>Note: Alternates should <u>not</u> be elected.</i>
Monday, January 25- Friday, January 29	<b>DEPARTMENT ELECTIONS FOR <u>COLLEGE P&amp;T</u> COMMITTEE ARE HELD. [RECOMMENDED DATE].</b> <i>Note: Alternates should <u>not</u> be elected.</i>
Monday, February 1	<b>FACULTY NOTIFY CHAIR OR DIRECTOR OF THE INTENT TO APPLY FOR TENURE AND/OR PROMOTION.</b> 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 2016-2017.
Monday, March 21 – Friday, March 25 <i>(occurs simultaneous with preparation of materials for external review)</i>	<b>LISTS OF EXTERNAL REVIEWERS ARE PREPARED.</b> The Department Chair/Unit Head and the department promotion and tenure committee shall jointly nominate four (4) outside reviewers in ranked order. The faculty member being considered for promotion shall nominate their own four (4) outside reviewers in ranked order. The Candidate will select two (2) reviewers from the department's list. The Department Chair/Unit Head, in consultation with the department promotion and tenure committee, shall select two (2) reviewers from the Candidate's list.
Monday, March 21 – Friday, March 25  <i>(occurs simultaneous with preparation of external reviewer list)</i>	<b>PREPARATION OF MATERIALS TO BE SENT FOR EXTERNAL REVIEW.</b> In consultation with the Department Chair/Unit Head, each faculty member being considered for promotion and/or tenure shall prepare the materials to be forwarded to reviewers by the Department Chair/Unit Head. These materials will include department or unit criteria, college criteria if they exist, university regulation, a current curriculum vitae, and other documentation as deemed appropriate.
Monday, March 28	<b>EXTERNAL REVIEWERS CONTACTED.</b> 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 shall discuss and rank potential external reviewers. <i>*Only the department chair or unit head shall make contact with each of the four (4) selected reviewers to ascertain their willingness to review the Candidate's materials for promotion. Should a potential reviewer agree to undertake the review, a standard letter provided by the Office of Faculty Excellence shall be used by the department chair or unit head for the purpose of submitting or emailing a dossier to the outside reviewer. Should any decline, the department chair or unit head shall contact the next ranked Candidate. If the declining reviewer is from the Candidate's list, then the next reviewer on that list would be contacted; if the declining reviewer is from the department's or unit's list, then the next reviewer on that list would be contacted. If all decline, the process outlined above starts over to identify new reviewers, as necessary.</i>

Beginning Monday, March 28	<p><b>EXTERNAL REVIEWERS' MATERIALS SENT FOR REVIEW.</b> The Department Chair/Unit Head sends materials to external reviewers.</p> <p><i>*Once the promotion and tenure review process has started, the Candidate is not to have any contact with the outside reviewers until the requested review letter is received by the university.</i></p>
Monday, April 25 <b>DEADLINE TO SUBMIT FORMS TO FACULTY EXCELLENCE</b>	<p><b>COLLEGE/UNIT AND DEPARTMENT/UNIT P&amp;T COMPOSITIONS AND CANDIDATE NAMES PROVIDED TO THE OFFICE OF FACULTY EXCELLENCE.</b> The Department Chair/Unit Head and Dean/Unit Head or their Designee must email composition and candidate information to the Office of Faculty Excellence at: <a href="mailto:ePandT@ucf.edu">ePandT@ucf.edu</a>)</p>
TBD	<p><b>UNIVERSITY P&amp;T COMMITTEE MEMBER NAMES PROVIDED BY FACULTY SENATE TO THE OFFICE OF FACULTY EXCELLENCE.</b> The Faculty Senate must email the university promotion and tenure committee members' names.</p>
Wednesday, June 1	<p><b>Promotion system available</b></p>
Wednesday, June 15	<p><b>EXTERNAL REVIEW LETTERS DUE.</b> The Department Chair/Unit Head forwards copies of the external reviewer letters to the Candidate to upload within their dossier.</p>
Monday, August 15 <b>SYSTEM DEADLINE</b>	<p><b>CANDIDATE SUBMITS DOSSIER.</b> The Candidate prepares, uploads, and forwards the dossier to the department chair within the promotion system. The Candidate may upload additional documents (pdfs) throughout the process until the Provost and Executive Vice President reaches his final decision.</p>
Tues., August 16- Monday, August 22 <b>SYSTEM DEADLINE</b> <i>(classes begin August 22)</i> <i>(occurs simultaneous with Chair's certification)</i>	<p>The Department Designee reviews the dossier for completeness by ensuring all required documents have been uploaded, are readable, and belong to the Candidate.</p>
Tuesday, August 16,- Monday, August 22 <b>SYSTEM DEADLINE</b> <i>(classes begin August 22)</i> <i>(occurs simultaneous with department designee)</i>	<p><b>CHAIR/UNIT HEAD CERTIFICATION.</b> The Department Chair/Unit Head (1) certifies dossier contents, and (2) forwards the dossier (via the "Reviewed" button) to the department committee or recycles it to the Candidate for revision(s).</p>
Tuesday, August 23- Thursday, September 8 <b>SYSTEM DEADLINE</b>	<p><b>DEPARTMENT COMMITTEE SUBMITS RECOMMENDATION.</b> The department committee chair must coordinate the review of the Candidate by: (1) entering committee votes, (2) completing the comment fields in the promotion system, (3) collecting committee member signatures and uploading the "Promotion and/or Tenure Signature List" into the promotion system, and (4) forwarding the dossier (via the "Reviewed" button) to the Department Chair/Unit Head.</p>
Friday, September 9 - Monday, September 12 <b>SYSTEM DEADLINE</b>	<p>The Department Chair/Unit Head reviews the department/unit P&amp;T committee's evaluation by: (1) ensuring the correct signature list is uploaded, (2) confirming the number of signatures matches the number of votes for the Candidate, and (3) forwarding the dossier (via the "Reviewed" button) to the Candidate or recycling it to the department committee for revision(s).</p>

<p>Tuesday, September 13 - Monday, September 19 <b>SYSTEM DEADLINE</b></p>	<p><b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> The Candidate acknowledges they have read the evaluation by checking the required certification box. Candidates have the option to upload a response within the promotion system. If the Candidate chooses not to respond to the recommendation, the dossier must be forwarded to the Department Chair via the “Reviewed” button.</p>
<p>Tuesday, September 20- Monday, September 26 <b>SYSTEM DEADLINE</b></p>	<p><b>DEPARTMENT CHAIR/UNIT HEAD SUBMITS RECOMMENDATION.</b> The Department Chair/Unit Head completes an evaluation of the Candidate by: (1) entering their vote, (2) completing the comment fields in the promotion system to support the recommendation, and (3) forwarding the dossier (via the “Reviewed” button) to the Candidate. <i>Note: Department Chair continues to have view only privileges in the promotion system.</i></p>
<p>Tuesday, September 27- Monday, October 3 <b>SYSTEM DEADLINE</b></p>	<p><b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> Candidate acknowledges they have read the evaluation by checking the required certification box. Candidates have the option to upload a response within the promotion system. If the Candidate chooses not to respond to the recommendation, the dossier must be forwarded to the College Committee via the “Reviewed” button.</p>
<p>Tuesday, October 4- Friday, October 28 <b>SYSTEM DEADLINE</b></p>	<p><b>COLLEGE COMMITTEE SUBMITS RECOMMENDATION.</b> The college committee chair must coordinate the review of the Candidate by: (1) entering committee votes, (2) completing the comment fields in the promotion system, (3) collecting committee member signatures and uploading the “Promotion and/or Tenure Signature List” into the promotion system, and (4) forwarding the dossier (via the “Reviewed” button) to the Dean Designee.</p>
<p>Monday, October 31- Tuesday, November 1 <b>SYSTEM DEADLINE</b></p>	<p>The Dean Designee reviews the college P&amp;T committee’s evaluation by: (1) ensuring the uploaded signature list belongs to the Candidate, (2) confirming the number of signatures matches the number of votes for the Candidate, and (3) either forwarding the dossier (via the “Reviewed” button) to the Candidate or recycling it to the College Committee for revision. <i>Note: Dean Designee continues to have view only privileges in the promotion system.</i></p>
<p>Wednesday, November 2- Tuesday, November 8 <b>SYSTEM DEADLINE</b></p>	<p><b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> Candidate acknowledges they have read the evaluation by checking the required certification box. Candidates have the option to upload a response within the promotion system. If the Candidate chooses not to respond to the evaluation, the dossier must be forwarded to the Dean via the “Reviewed” button.</p>
<p>Wednesday, November 9 - Monday, November 28 <b>SYSTEM DEADLINE</b> (Veterans day November 11; University Holiday November 24-25)</p>	<p><b>DEAN SUBMITS RECOMMENDATION.</b> The Dean completes an evaluation of the candidate by (1) entering their vote, (2) completing the comment fields in the promotion system to support the recommendation, and (3) forwarding the dossier (via the “Reviewed” button) to the Candidate. <i>Note: Dean continues to have view only privileges in the promotion system.</i></p>
<p>Tuesday, November 29- Tuesday, December 6 (study day Dec. 5) <b>SYSTEM DEADLINE</b></p>	<p><b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> The Candidate acknowledges they have read the evaluation by checking the required certification box. Candidates have the option to upload a response within the promotion system. If the Candidate chooses not to respond to the evaluation, the dossier must be forwarded via the “Reviewed” button.</p>

<p>Wednesday, December 7, 2016- Monday, January 23, 2017</p> <p><b>SYSTEM DEADLINE</b></p>	<p><b>UNIVERSITY COMMITTEE RECOMMENDATION.</b> The university committee chair must coordinate the review of the Candidate by: (1) entering committee votes, (2) completing the comment fields in the promotion system, (3) collecting committee member signatures and uploading the “Promotion and/or Tenure Signature List” into the promotion system, and (4) forwarding the dossier (via the “Reviewed” button) to the Candidate.</p>
<p>Tuesday, January 24- Monday, January 30</p> <p><b>SYSTEM DEADLINE</b></p>	<p><b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> The Candidate reviews the university P&amp;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 P&amp;T system. The Candidate (3) forwards the dossier to the next reviewer (via the “Reviewed” button).</p>
<p>Tuesday, January 31- Friday, March 24</p> <p><b>SYSTEM DEADLINE</b></p>	<p><b>PROVOST AND EXECUTIVE VICE PRESIDENT REVIEWS P&amp;T DOSSIERS.</b> [This concludes activity in the promotion system.]</p>
<p>Monday, March 27- Monday, April 3</p>	<p><b>P&amp;T CANDIDATES ARE DISCUSSED WITH PRESIDENT.</b> The Provost and Executive Vice President and President discuss the promotion and tenure Candidates.</p>
<p>Tuesday, April 4- Monday, April 10 <i>(occurs simultaneous with I/L promotion)</i></p>	<p><b>NOTIFICATIONS PREPARED.</b> The Office of Faculty Excellence prepares notification letters for the Provost and Executive Vice President.</p>
<p>Tuesday, April 11 <i>(occurs simultaneous with I/L promotion)</i></p>	<p><b>NOTIFICATIONS DISTRIBUTED TO COLLEGES.</b> Notification letters are distributed to the colleges.</p>
<p>TBD (May 2017)</p>	<p><b>PRESENTATION OF APPLICANTS TO BOT.</b> The tenure applicants are presented to the UCF Board of Trustees for approval. Immediately following the meeting, letters, indicating the award of tenure, are distributed to the colleges.</p>