



Promotion and Tenure Timeline 2018-2019

Spring and Summer 2018 Activities

- Candidates submit suggestion for external evaluators to initial review unit. Additional suggestions are provided to the chair (or dean in schools without departments).
- In some schools, the lists are submitted to the dean's office for selection of the individuals who will be invited as external evaluators.
- Candidates should make sure that they have a copy of their unit's criteria and procedures for promotion and tenure.
- Candidates provide CV and copies of scholarship that will be sent to external evaluators.
- Departments (or schools without departments) send out requests to external reviewers of candidates for promotion and tenure.
- In late summer, departments (or schools without departments) share the job description form with candidates for candidates' review and approval

Deadlines are set by Departments and Schools/Colleges/Research

Fall 2018 Activities

Schools with Departments, the College, and the Office of Research

- If not completed in the summer, departments (or schools without departments) share the job description form with candidates for candidates' review and approval.
- Departments receive the external evaluation letters.
- **Candidates submit** CV & *Candidate Statements* to the department committee by **department deadline**.
- Department committees meet and review dossiers, completing the *Initial Evaluation Review* form.
- Department chairs send candidates the *Initial Review Summary for Candidate* document via email.
- **Departments send** dossiers with initial review documents to the school by the **school's deadline**.
- Candidates with marginal/poor evaluation ratings or a negative recommendation may submit a *Candidate Response* form to the school dean's office by the school deadline.
- School promotion and tenure committees meet initially to review dossiers.
- Requests for information (if applicable) are sent to departments and responses are added to dossiers. Candidates receive copies of these requests and may submit their own responses.
- School promotion and tenure committees meet for the final time and issue *Intermediate Review Summary for Candidate* documents to candidates via email.
- **Schools submit** all candidate dossiers to the Provost office by **January 2**.
- Candidates with marginal/poor evaluation ratings or a negative recommendation from the school committee may submit *Candidate Response* forms to the Provost office by **January 9**.

Schools without Departments

- If not completed in the summer, departments (or schools without departments) share the job description form with candidates for candidates' review and approval.
- School receive the external evaluation letters.
- **Candidates submit** *CV & Candidate Statements* to the school committee by **department deadline**.
- School committees meet to review dossiers, completing the *Initial Evaluation Review* form
- School promotion and tenure committees issue the *Initial Review Summary for Candidate* documents via email.
- **Schools submit** all candidate dossiers to the Provost office by **January 2**.
- Candidates with marginal/poor evaluation ratings or a negative recommendation from the school committee may submit *Candidate Response* forms to the Provost office by **January 9**.

University Dates

October:

UCPT Meeting with deans and Office of Research vice chancellor to review school specific promotion and tenure criteria.

January:

January 2, 2019: Promotion and Tenure files due to the Office of the Provost by 5:00pm

January 9, 2019: Candidate Response to negative Recommendation or Marginal/Poor Evaluation from School, College, or Research Center due in Provost office by 5:00pm.

February:

Early: UCPT Initial Discussion Meeting; Requests for Information letters delivered to deans for distribution to departments and candidates.

Late: UCPT Final Review Period and UCPT Final Discussion Meeting

March:

March 1, 2019: UCPT and Provost Recommendation delivered to candidates, department chairs/directors, and deans/vice chancellor.

March 11: Candidates who receive a negative recommendation from UCPT and the Provost may submit either (a) a Candidate Response to Negative Recommendation from UCPT form for consideration by the Chancellor, due in Provost Office by 5 p.m., or (b) an appeal of the recommendation to the Faculty Rights Board, due in the Faculty Governance office by 5 p.m.

April:

Candidates receive final notification of the Chancellor's decision on the promotion and tenure recommendations from UCPT through email with copies to their chairs/directors and dean/Office of Research vice chancellor as appropriate.