Promotion Schedule For
2015-2016

Department Level Deadlines & Role Responsibilities

**Monday, February 23, 2015**
The Department Chair/Unit Head discusses the promotion process with faculty who are applying for promotion during academic year 2015-2016. Normally, a faculty member applies for promotion 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.

**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 promotion committee’s composition to the Office of Faculty Excellence (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 dossier.

Dates listed below represent when the dossier should be forwarded to the next step in the process.
Promotion Schedule For
2015-2016

Monday, August 24, 2015
The Candidate prepares, uploads, and forwards (via the “Resubmit” button) the dossier to the department chair within the eP&T system. 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 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 dossier (via the “Reviewed” button) to the department’s committee, or recycling it to the Candidate for revision(s).

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 P&T system, (2) collecting and uploading the voting committee members’ signatures on the “Promotion Signature List” within the P&T system, and (3) forwarding (via the “Reviewed” button) the dossier to the Department Chair.

Thursday, September 10, 2015
The Department Chair reviews of the department promotion 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 dossier (via the “Reviewed” button) to the Candidate or recycling it to the department promotion committee chair for revision(s). Within five calendar days, the Candidate completes acknowledgement of receipt and has the option to upload a response within the P&T system.

Friday, September 11, 2015
The College Dean or Dean Designee must email the college promotion committee composition to the Office of Faculty Excellence (attention: ePandT@ucf.edu).

Tuesday, September 15, 2015
The Candidate reviews the department promotion 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&T system. The Candidate (3) forwards the dossier (via the “Reviewed” button) to the Department Chair.
**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 P&T system and (2) forwarding the dossier (via the “Reviewed” button) to the Candidate. Within five calendar days, the Candidate completes acknowledgement of receipt and has the option to upload a response within the P&T system.

**Monday, September 28, 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 P&T system. The Candidate (3) forwards the dossier (via the “Reviewed” button) to the Department Chair.

**Tuesday, September 29, 2015**
The Department Chair (1) reviews the Candidate’s optional response (if applicable), and (2) forwards the dossier (via the “Reviewed” button) to the College Dean Designee.
Promotion Schedule For
2015-2016

College Level Deadlines & Role Responsibilities

Wednesday, September 30, 2015
The Dean Designee has “View Only” privileges. The Dean Designee reviews the dossier for completeness by: (1) ensuring all documents are readable, belong to the Candidate, and (2) forwarding the dossier (via the “Reviewed” button) to the chair of the college promotion 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 P&T system, (2) collecting and uploading the voting committee members’ signatures on the “Promotion Signature List” within the P&T system, and (3) forwarding (via the “Reviewed” button) the dossier to the Dean Designee.

Friday, October 23, 2015
The Dean Designee reviews the college promotion 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 dossier (via the “Reviewed” button) to the Candidate or recycling it to the college promotion committee for revisions. Within five calendar days, the Candidate completes acknowledgement of receipt and has the option to upload a response within the P&T system.

Wednesday, October 28, 2015
The Candidate reviews the college promotion 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&T system. The Candidate (3) forwards the dossier (via the “Reviewed” button) to the College Dean.

Thursday, November 12, 2015
The Dean completes an evaluation of the Candidate by: (1) typing within the provided area or uploading a document (pdf) within the P&T system and (2) forwarding the dossier (via the “Reviewed” button) to the Candidate. Within five calendar days, the Candidate completes acknowledgement of receipt and has the option to upload a response within the P&T system.

Thursday, November 12, 2015 – Tuesday, November 17, 2015
The College Dean Designee reviews all dossiers for completeness by ensuring all documents are readable and belong to the Candidate.
Tuesday, November 17, 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 P&T system. The Candidate (3) forwards the dossier (via the “Reviewed” button) to the college dean.

Wednesday, November 18, 2015
The dean (1) reviews the Candidate’s optional response (if applicable), and (2) forwards the dossier (via the “Reviewed” button) to the Office of Faculty Excellence.

Wednesday, November 18, 2015 – Friday, December 11, 2015
The Office of Faculty Excellence reviews all dossiers for completeness.

Friday, December 11, 2015
The Office of Faculty Excellence forwards all dossiers to the university promotion committee.
Promotion Schedule For
2015-2016

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 P&T system, (2) collecting and uploading the voting committee members’ signatures on the “Promotion Signature List” within the P&T system, and (3) forwarding (via the “Reviewed” button) the dossier to the Office of Faculty Excellence.

Wednesday, January 27, 2016
The Office of Faculty Excellence 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 dossier (via the “Reviewed” button) to the Candidate or recycling it to the university promotion committee for revisions. Within five calendar days, the Candidate completes acknowledgement of receipt and has the option to upload a response within the P&T system.

Tuesday, February 2, 2016
The Candidate reviews the university promotion 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&T system. The Candidate (3) forwards the dossier (via the “Reviewed” button) to the Office of Faculty Excellence.

Wednesday, February 3, 2016
The Office of Faculty Excellence forwards promotion dossiers to the provost.

Wednesday, February 3, 2016 – Friday, March 25, 2016
The provost reviews all dossiers. [This concludes activity in the P&T system].

Friday, March 25, 2016 – Friday, April 1, 2016
The provost and president discuss the promotion Candidates.

Monday, April 11, 2016
Hard copy notifications are available for pick up by colleges with the provost and executive vice-president and president’s promotion decision.