Promotion & Tenure Schedule For
2015-2016

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to go up early, that is prior to the sixth (6th) year; using credit toward tenure given upon hire, unless voluntarily rescinded; or faculty who were employed in a tenure-earning position starting with a spring semester, in which case they may count tenure-earning time beginning with the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.

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 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.

<table>
<thead>
<tr>
<th>Academic year</th>
<th>Tenure year</th>
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<tbody>
<tr>
<td>2015-2016</td>
<td>6</td>
</tr>
<tr>
<td>2014-2015</td>
<td>5</td>
</tr>
<tr>
<td>2013-2014</td>
<td>4</td>
</tr>
<tr>
<td>2012-2013</td>
<td>3</td>
</tr>
<tr>
<td>2011-2012</td>
<td>2</td>
</tr>
<tr>
<td>2010-2011</td>
<td>1</td>
</tr>
</tbody>
</table>
Monday, August 24, 2015
The Candidate prepares, uploads, and forwards (via the “Resubmit” button) the dossier to the department chair within the P&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 and/or Tenure 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 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 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 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 and tenure committee composition to the Office of Faculty Excellence (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 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 & Tenure 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 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 P&T system, (2) **collecting and uploading** the voting committee members’ signatures on the “Promotion and/or Tenure 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 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 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 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 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 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 dossier 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 P&T committee.
Promotion & Tenure 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 and/or Tenure 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 P&T 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 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 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 and tenure 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 Executive Vice President and President discuss the promotion and tenure Candidates.

Monday, April 11, 2016
Hard copy notifications of the provost and executive vice-president and president’s promotion and tenure decision are distributed to the colleges.

Thursday, May 26, 2016
The tenure applicants are presented at the Board of Trustees (BOT) meeting for approval. Immediately following the BOT meeting, hard copy notifications are distributed to the colleges.