



**Promotion and Tenure Review Process At A Glance
Tenure-Track, Tenured, Non-Tenure Earning (NTE), Research and Clinical
2017-2018**

Window Begins (if applicable)	DEADLINE Window Ends (if applicable)	Responsibility	Action
--	February 10	Candidate	Faculty notify Chair/Unit head of intent to apply for promotion and/or tenure
March 20	March 24	Department Chair/Unit Head	List of External Reviewers is prepared
March 27	--	--	External Reviewers contacted and materials sent for review
--	June 15	--	External review letters due
--	June 30	--	PROMOTION SYSTEM AVAILABLE
--	August 14	Candidate	DEADLINE – CANDIDATE SUBMITS DOSSIER
August 15	August 21	Department Chair/Unit Head	Department Chair/Unit Head certifies contents
August 22	September 7	Department/Unit Committee	Department committee submits recommendation
September 8	September 11	Department Chair/Unit Head	Department Chair/Unit Head reviews Department/Unit Committee's recommendation
September 12	September 18	Candidate	Candidate reviews Department/Unit Committee's recommendation and may submit optional response
September 19	September 25	Department Chair/Unit Head	Department Chair/Unit Head submits recommendation
September 26	October 2	Candidate	Candidate reviews Department Chair's/Unit Head's recommendation and may submit optional response
October 3	October 27	College/Unit Committee	College Committee submits recommendation
October 30	October 31	Dean Designee	Dean Designee reviews College/Unit Committee's recommendation
November 1	November 7	Candidate	Candidate reviews College/Unit Committee's recommendation and may submit optional response
November 8	November 27	Dean/Unit Head	Dean/Unit Head submits recommendation
November 28	December 5	Candidate	Candidate reviews Dean's/Unit Head's recommendation and may submit optional response
December 6	January 22	University Committee	University Committee submits recommendation
January 23	January 29	Candidate	Candidate reviews University Committee's recommendation and may submit optional response
January 30	--	Provost and Executive Vice President	Provost and Executive Vice President begins review of dossiers
--	April 12	Faculty Excellence	Promotion notifications distributed to colleges
--	May 24	Provost and Executive Vice President	Presentation of tenure recommendations to UCF Board of Trustees
--	May (TBD)	Faculty Excellence	Tenure Notifications distributed to colleges

Full schedule available at: <https://facultyexcellence.ucf.edu/promotion-pathways/>