



**Office of  
Faculty Excellence**

. UNIVERSITY OF CENTRAL FLORIDA

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## Promotion & Tenure Schedule

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

2017-2018

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# Promotion & Tenure Schedule 2017-2018

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

<b>DATES</b>	<b>TASK</b>
Monday, January 16-Friday, January 27, 2017	<b>COLLEGE ELECTIONS FOR UNIVERSITY P&amp;T COMMITTEE ARE HELD [RECOMMENDED DATE].</b> <i>Note: Alternates should <u>not</u> be elected.</i>
Monday, January 30-Friday, February 10	<b>DEPARTMENT ELECTIONS FOR COLLEGE P&amp;T COMMITTEE ARE HELD. [RECOMMENDED DATE].</b> <i>Note: Alternates should <u>not</u> be elected.</i>
Friday, February 10	<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 2017-2018.
Monday, March 20 –Friday, March 24 <i>(Recommended dates)</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 jointly select two (2) reviewers from the Candidate’s list. The (2) reviewers selected by the Candidate, and the (2) reviewers selected by the committee will form the final list. In the event a reviewer does not want to participate, or, does not return materials in by the deadline provided, the Department Chair/Unit Head shall return to the initial ranked list and select the next ranked reviewer to contact. A standard letter shall be used for all outside reviewers. This letter is available on the Faculty Excellence website at <a href="https://facultyexcellence.ucf.edu/promotion-pathways/">https://facultyexcellence.ucf.edu/promotion-pathways/</a>
Monday, March 20 –Friday, March 24  <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 materials (determined by the college) to be forwarded to reviewers by the Department Chair/Unit Head. <i>Note: It is the responsibility of the Department Chair/Unit Head to contact the outside reviewers to confirm their willingness to participate in the process.</i>
Monday, March 27	<b>EXTERNAL REVIEWERS CONTACTED AND MATERIALS SENT FOR REVIEW.</b> <i>The Department Chair/Unit Head contacts the Candidate’s final list of potential external reviewers to ascertain their willingness to participate in the process, explain the process, and establish a deadline for the receipt of review. External reviewers shall not have served as the Candidate’s dissertation advisor, post-doctoral mentor, or close collaborative colleague.</i> <i>Note: Candidates shall not have any contact with reviewers until the review letter is received by the university.</i>
Monday, May 1	<b>COLLEGES TO SUBMIT CANDIDATE NAMES TO THE OFFICE OF <a href="#">FACULTY EXCELLENCE</a>.</b>
Thursday, June 15	<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.
<b>Friday, June 30</b>	<b>PROMOTION SYSTEM AVAILABLE THROUGH <a href="#">MYUCF</a>.</b>
Friday, August 11	<b>COLLEGES TO SUBMIT COLLEGE/UNIT AND DEPARTMENT/UNIT P&amp;T COMMITTEE COMPOSITIONS TO THE OFFICE OF <a href="#">FACULTY EXCELLENCE</a>.</b>
Monday, August 14 <b>SYSTEM DEADLINE</b>	<b>CANDIDATE SUBMITS DOSSIER.</b> Dossier requirements may be found at <a href="https://facultyexcellence.ucf.edu/promotion-pathways/">https://facultyexcellence.ucf.edu/promotion-pathways/</a>

Tuesday, August 15- Monday, August 21 <b>SYSTEM DEADLINE</b>	<b>CHAIR/UNIT HEAD CERTIFICATION.</b> The Department Chair/Unit Head must (1) certify dossier contents, then (2) forward the dossier to the department committee or recycle it to the Candidate for revision(s). ( <i>classes begin August 21</i> )
Tuesday, August 22- Thursday, September 7 ( <i>Labor Day Sept 4</i> ) <b>SYSTEM DEADLINE</b>	<b>DEPARTMENT COMMITTEE SUBMITS RECOMMENDATION.</b> The department committee chair (1) enters committee votes, (2) completes comment fields in the promotion system, (3) collects committee member signatures, (4) uploads the signature list into the promotion system, and (5) selects the “Reviewed” button to forward the dossier to the Department Chair/Unit Head for review.
Friday, September 8 - Monday, September 11 <b>SYSTEM DEADLINE</b>	<b>CHAIR/UNIT HEAD REVIEW OF COMMITTEE RESPONSE.</b> The Department Chair/Unit Head reviews the department/unit P&T committee’s evaluation and (1) ensures the correct signature list is uploaded, (2) confirms the number of signatures matches the number of votes for the Candidate, and (3) selects the “Reviewed” button to forward the dossier to the Candidate for their optional response.
Tuesday, September 12 - Monday, September 18 <b>SYSTEM DEADLINE</b>	<b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> The Candidate reads the evaluation and may upload an optional response within the system. If the Candidate chooses not to respond to the recommendation, the dossier must be forwarded to the Department Chair via the “Reviewed” button. If no action is taken by the candidate after seven (7) business days, the dossier will be manually forwarded by Faculty Excellence to keep the review on schedule.
Tuesday, September 19- Monday, September 25 <b>SYSTEM DEADLINE</b>	<b>DEPARTMENT CHAIR/UNIT HEAD SUBMITS RECOMMENDATION.</b> The Department Chair/Unit Head completes an evaluation of the Candidate and (1) enters their recommendation, (2) completes the comment fields in system to support the recommendation, and (3) selects the “Reviewed” button to forward the dossier to the to the Candidate for their optional response.
<b>Saturday, September 23</b>	<b>SYSTEM UNAVAILABLE – SYSTEM PATCHING</b>
Tuesday, September 26- Monday, October 2 <b>SYSTEM DEADLINE</b>	<b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> The Candidate reads the evaluation and may upload an optional response within the system. If the Candidate chooses not to respond to the recommendation, the dossier must be forwarded to the College Committee via the “Reviewed” button. If no action is taken by the candidate after seven (7) business days, the dossier will be manually forwarded by Faculty Excellence to keep the review on schedule.
Tuesday, October 3- Friday, October 27 <b>SYSTEM DEADLINE</b>	<b>COLLEGE COMMITTEE SUBMITS RECOMMENDATION.</b> The college committee chair (1) enters committee votes, (2) completes comment fields in the promotion system, (3) collects committee member signatures, (4) uploads the signature list into the promotion system, and (5) selects the “Reviewed” button to forward the dossier to the Dean’s designee for review.
Monday, October 30- Tuesday, October 31 <b>SYSTEM DEADLINE</b>	<b>DEAN DESIGNEE REVIEW OF COMMITTEE RESPONSE.</b> The Dean Designee reviews the college P&T committee’s evaluation and (1) ensures the correct signature list is uploaded, (2) confirms the number of signatures matches the number of votes for the Candidate, and (3) selects the “Reviewed” button to forward the dossier to the Candidate for their optional response.
Wednesday, November 1 - Tuesday, November 7 <b>SYSTEM DEADLINE</b>	<b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> The Candidate reads the evaluation and may upload an optional response within the system. If the Candidate chooses not to respond to the recommendation, the dossier must be forwarded to the Dean via the “Reviewed” button. If no action is taken by the candidate after seven (7) business days, the dossier will be manually forwarded by Faculty Excellence to keep the review on schedule.
Wednesday, November 8 - Monday, November 27 <b>SYSTEM DEADLINE</b>	<b>DEAN SUBMITS RECOMMENDATION.</b> The Dean completes an evaluation of the candidate and (1) enters recommendation, (2) completes comment fields in the system to support the recommendation, and (3) selects the “Reviewed” button to forward the dossier to the to the Candidate for their optional response.

<p>Tuesday, November 28- Tuesday, December 5 <b>SYSTEM DEADLINE</b></p>	<p><b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> The Candidate reads the evaluation and may upload an optional response within the system. If the Candidate chooses not to respond to the recommendation, the dossier must be forwarded to the University Committee via the “Reviewed” button. If no action is taken by the candidate after seven (7) business days, the dossier will be manually forwarded by Faculty Excellence to keep the review on schedule.</p>
<p>Wednesday, December 6, 2017- Monday, January 22, 2018 <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><b>Saturday, December 16</b></p>	<p><b>SYSTEM UNAVAILABLE</b></p>
<p>Tuesday, January 23- Monday, January 29 <b>SYSTEM DEADLINE</b></p>	<p><b>CANDIDATE REVIEWS RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE.</b> The Candidate reads the evaluation and may upload an optional response within the system. If the Candidate chooses not to respond to the recommendation, the dossier must be forwarded to the Provost via the “Reviewed” button. If no action is taken by the candidate after seven (7) business days, the dossier will be manually forwarded by Faculty Excellence to keep the review on schedule.</p>
<p>Tuesday, January 30 -</p>	<p><b>PROVOST AND EXECUTIVE VICE PRESIDENT REVIEWS P&amp;T DOSSIERS.</b> [This concludes activity in the promotion system.]</p>
<p>Thursday, April 12</p>	<p><b>NOTIFICATIONS DISTRIBUTED TO COLLEGES.</b> Notification letters are distributed to the colleges.</p>
<p>Thursday, May 24</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>