

**2023-24 Tenured, Tenure-earning, and Non-tenure Earning,  
Clinical, and Research, Assistant Professors and Associate Professors  
Promotion & Tenure Schedule**

Date	TASK
<b>Monday, June 12</b> <b>System Available</b>	<b>Promotion system available through MyUCF.</b> Candidates may access promotion system to begin dossier development.
	Dossier requirements, system navigation manuals, and video tutorials are available at: <a href="http://facultyexcellence.ucf.edu/promotion">http://facultyexcellence.ucf.edu/promotion</a> .
<b>Wednesday, AUGUST 9</b> <b>System Deadline</b>	<b>Candidate submits dossier.</b>
Thursday, August 10 - <b>Wednesday, August 16</b>	<b>Department Chair/Unit Head</b> certifies dossier contents.
Thursday, August 17 - <b>Tuesday, September 5</b> <i>(Holiday September 4)</i>	<b>Department Committee</b> reviews dossier and submits recommendation.
Wednesday, September 6 - <b>Friday, September 8</b>	<b>Department Chair/Unit Head</b> reviews department/unit committee evaluation.
Saturday, September 9 - <b>Friday, September 15</b>	<b>Candidate</b> reviews department/unit committee recommendation and may submit optional response.
Monday, September 18 - <b>Monday, September 25</b>	<b>Department Chair/Unit Head</b> reviews dossier and submits recommendation.
Tuesday, September 26 - <b>Monday, October 2</b>	<b>Candidate</b> reviews department chair/unit head recommendation and may submit optional response.
Tuesday, October 3 - <b>Monday, October 23</b>	<b>College Committee</b> reviews dossier and submits recommendation.
<b>Tuesday, October 24</b>	<b>Dean Designee</b> reviews college committee evaluation.
Wednesday, October 25 - <b>Tuesday, October 31</b>	<b>Candidate</b> reviews college committee recommendation and may submit optional response.
Wednesday, November 1 - <b>Wednesday, November 15</b> <i>(Holiday November 10)</i>	<b>College Dean</b> reviews dossier and submits recommendation.

Date	TASK
Thursday, November 16 - <b>Wednesday, November 22</b>	<b>Candidate</b> reviews college dean recommendation and may submit optional response.
Friday, December 1 - <b>Tuesday, January 16, 2024</b> <i>(Holiday January 15)</i>	<b>University Committee reviews dossiers.</b> Tenured and tenure-earning dossiers receiving unanimous review will bypass university committee review and move immediately to the provost for review.  The provost may recycle dossiers back to the university committee for additional review.
Wednesday, January 17 - <b>Monday, January 22</b>	<b>Candidate</b> reviews university committee recommendation and may submit optional response.
<b>Tuesday, January 23</b>	<b>Provost</b> begins full review of dossiers.
<b>Thursday, April 4</b>	Notification letters distributed to <b>candidates</b> .
<b>TBD – Spring/Summer 2024</b>	Tenure nominations presented to <b>Board of Trustees</b> for approval.