



Promotion and Tenure Schedule

Tenure Track, Tenured, Non-Tenure Earning (NTE), Research and Clinical Faculty 2018-2019

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

DATES	TASK
Monday, January 15- Friday, January 26, 2018	College elections held for University P&T Committee representative.
Monday, January 29- Friday, February 9	Department elections held for College P&T Committees.
Friday, February 9	Faculty notify Chair/Director of intent to apply for tenure and/or promotion.
Monday, March 19 – Friday, March 23 <i>(Recommended dates)</i>	Lists of external reviewers are determined. Please refer to UCF Regulation 3.015 Promotion and Tenure of Tenured and Tenure-earning Faculty for additional information on external reviews. Faculty begin preparing materials for presentation to external reviewers.
Monday, March 26	Chair/Director contacts external reviewers and ascertains their willingness to participate in the P&T review process. <i>Note: Candidates shall not have any contact with reviewers until the review letter is received by the university.</i>
Friday, April 27	Colleges submit candidate names and P&T committee compositions to Faculty Excellence.
Thursday, June 14	Department Chair/Unit Head forwards copies of external reviewer letters to Candidate to upload within their dossier.

Thursday, July 5	<p>Promotion system available through MyUCF. Candidates may access promotion system to begin dossier development.</p> <p>Dossier requirements, system training manuals and video tutorials are available at: http://facultyexcellence.ucf.edu/promotion.</p>
Friday, July 27 at 5:00 PM to Wednesday, August 1 at 8:00 AM	SYSTEM UNAVAILABLE.
Wednesday, August 15 SYSTEM DEADLINE	Candidate submits dossier.
Thursday, August 16- Monday, August 20 SYSTEM DEADLINE	Department Chair/Unit Head must (1) certify dossier contents, then (2) forward the dossier to department committee or recycle it to Candidate for revision(s).
Tuesday, August 21- Thursday, September 6 (Holiday September 3) SYSTEM DEADLINE	Department Committee Chair must (1) enter committee votes, (2) complete the comment fields in the system, (3) collect committee member signatures, (4) upload the signature list, and (5) forward the dossier to Department Chair/Unit Head for review.
Friday, September 7 - Monday, September 10 SYSTEM DEADLINE	Department Chair/Unit Head reviews Department/Unit Committee evaluation and (1) ensures the correct signature list is uploaded, (2) confirms the number of signatures matches the number of votes, and (3) forwards the dossier to Candidate for optional response.
Tuesday, September 11 - Saturday, September 15 SYSTEM DEADLINE	Candidate reviews department/unit committee recommendation and has the option of uploading a response. Candidate must send the dossier forward within five calendar days, with or without a response.
Sunday, September 16- Monday, September 24 SYSTEM DEADLINE	Department Chair/Unit Head completes an evaluation of Candidate and (1) enters recommendation, (2) completes the comment fields in system to support the recommendation, and (3) forwards the dossier to Candidate for optional response.
Tuesday, September 25- Saturday, September 29 SYSTEM DEADLINE	Candidate reviews Department Chair/Unit Head recommendation and has the option of uploading a response. Candidate must send the dossier forward within five calendar days, with or without a response.
Sunday, September 30- Friday, October 26 SYSTEM DEADLINE	College Committee Chair must (1) enter committee votes, (2) complete the comment fields in the system, (3) collect committee member signatures, (4) upload the signature list, and (5) forward the dossier to Dean's Designee for review.
Monday, October 29- Tuesday, October 30 SYSTEM DEADLINE	Dean Designee reviews College Committee evaluation and (1) ensures correct signature list is uploaded, (2) confirms the number of signatures matches the number of votes, and (3) forwards dossier to Candidate for optional response.

Wednesday, October 31 - Sunday, November 4 SYSTEM DEADLINE	Candidate reviews College Committee recommendation and has the option of uploading a response. Candidate must send the dossier forward within five calendar days, with or without a response.
Monday, November 5 - Monday, November 26 <i>(Holidays November 22-23)</i> SYSTEM DEADLINE	College Dean completes an evaluation of Candidate and (1) enters recommendation, (2) completes comment fields in the system to support the recommendation, and (3) forwards the dossier to Candidate for optional response.
Tuesday, November 27- Saturday, December 1 SYSTEM DEADLINE	Candidate reviews College Dean recommendation and has the option of uploading a response. Candidate must send the dossier forward within five calendar days, with or without a response.
Sunday, December 2 - Tuesday, January 22, 2019 <i>(Holiday January 21)</i> SYSTEM DEADLINE	University Committee Chair must (1) enter committee votes, (2) complete the comment fields in the system, (3) collect committee member signatures, (4) upload the signature list and (5) forward the dossier to Candidate.
Wednesday, January 23- Sunday, January 27 SYSTEM DEADLINE	Candidate reviews University Committee recommendation and has the option of uploading a response. Candidate must send the dossier forward within five calendar days, with or without a response.
Monday, January 28	Provost begins review of dossiers.
Thursday, April 11	Notification letters distributed to Candidates .
TBD – May 2019	Tenure nominations presented to Board of Trustees for approval.