



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

2018-2019

Window Begins (if applicable)	DEADLINE Window Ends (if applicable)	Responsibility	Action
--	February 9	Candidate	Faculty notify Chair/Unit Head of intent to apply for promotion and/or tenure
March 19	March 23	Department Chair/Unit Head	List of External Reviewers is prepared
March 26	--	Department Chair/Unit Head	External Reviewers contacted and materials sent for review
--	June 14	Department Chair/Unit Head	External review letters due
--	July 5	--	PROMOTION SYSTEM AVAILABLE
July 27	August 1	--	SYSTEM UNAVAILABLE
--	August 15	Candidate	DEADLINE – CANDIDATE SUBMITS DOSSIER
August 16	August 20	Department Chair/Unit Head	Department Chair/Unit Head certifies contents
August 21	September 6	Department/Unit Committee	Department Committee submits recommendation
September 7	September 10	Department Chair/Unit Head	Department Chair/Unit Head reviews Department/Unit Committee's recommendation
September 9	September 9	--	SYSTEM UNAVAILABLE
September 11	September 15	Candidate	Candidate reviews Department/Unit Committee's recommendation and may submit optional response
September 16	September 24	Department Chair/Unit Head	Department Chair/Unit Head submits recommendation
September 25	September 29	Candidate	Candidate reviews Department Chair's/Unit Head's recommendation and may submit optional response
September 30	October 26	College/Unit Committee	College Committee submits recommendation
October 29	October 30	Dean Designee	Dean Designee reviews College/Unit Committee's recommendation
October 31	November 4	Candidate	Candidate reviews College/Unit Committee's recommendation and may submit optional response
November 5	November 26	Dean/Unit Head	Dean/Unit Head submits recommendation
November 18	November 18	--	SYSTEM UNAVAILABLE
November 27	December 1	Candidate	Candidate reviews Dean's/Unit Head's recommendation and may submit optional response
December 2	January 22	University Committee	University Committee submits recommendation
January 23	January 27	Candidate	Candidate reviews University Committee's recommendation and may submit option response
January 28	--	Provost	Provost begins review of dossiers
--	April 11	Faculty Excellence	Promotion notifications distributed to colleges
--	May/June (TBD)	Provost and Executive Vice President	Presentation of tenure recommendations to UCF Board of Trustees
--	May/June (TBD)	Faculty Excellence	Tenure notifications distributed to colleges