



Promotion and Tenure Schedule Instructors, Lecturers, Librarians and Instructional Designers 2018-2019

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

DATES	TASK
Friday, March 30	Faculty notify Chair/Director of intent to apply for promotion.
Monday, April 2 – Friday, April 13	College elections held for College Promotion Committees.
Monday, April 16 - Tuesday, April 24	Department elections held for Department Promotion Committees.
Friday, April 27	Colleges submit candidate names and P&T committee compositions to Faculty Excellence.
Thursday, July 5	Promotion system available through MyUCF. Candidates may access promotion system to begin dossier development. Dossier requirements, system training manuals and video tutorials are available at: http://facultyexcellence.ucf.edu/promotion .
<i>Friday, July 27 at 5:00 PM to Wednesday, August 1 at 8:00 AM</i>	SYSTEM UNAVAILABLE.
Wednesday, August 29 SYSTEM DEADLINE	Candidate submits dossier.

<p>Thursday, August 30- Friday, September 7 (Holiday September 3) SYSTEM DEADLINE</p>	<p>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).</p>
<p>Monday, September 10 - Tuesday, October 2 SYSTEM DEADLINE</p>	<p>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.</p>
<p>Wednesday, October 3 – Thursday, October 4 SYSTEM DEADLINE</p>	<p>Department Chair/Unit Head reviews Department/Unit Committee evaluation and (1) ensures that 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.</p>
<p>Friday, October 5 – Tuesday, October 9 SYSTEM DEADLINE</p>	<p>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.</p>
<p>Wednesday, October 10 – Thursday, October 18 SYSTEM DEADLINE</p>	<p>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.</p>
<p>Friday, October 19 – Tuesday, October 23 SYSTEM DEADLINE</p>	<p>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.</p>
<p>Wednesday, October 24 - Monday, November 19 SYSTEM DEADLINE</p>	<p>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 Designee for review.</p>
<p>Tuesday, November 20 - Wednesday, November 21 (Holidays November 22-23) SYSTEM DEADLINE</p>	<p>Dean Designee reviews College Committee evaluation and (1) ensures that 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.</p>
<p>Monday, November 26 – Friday, November 30 SYSTEM DEADLINE</p>	<p>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.</p>
<p>Saturday, December 1 - Tuesday, January 8, 2019 SYSTEM DEADLINE</p>	<p>College Dean completes an evaluation of Candidate and (1) enters recommendation, (2) completes the comment fields in the system to support the recommendation, and (3) forwards the dossier to Candidate for optional response.</p>

<p>Wednesday, January 9 - Sunday, January 13 SYSTEM DEADLINE</p>	<p>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.</p>
<p>Monday, January 14</p>	<p>Vice Provost for Faculty Excellence begins review of Instructor/Lecturer dossiers.</p>
<p>Monday, January 14</p>	<p>Vice Provost for Faculty Excellence begins review of the Librarian and Instructional Designer dossiers.</p>
<p>Thursday, April 11</p>	<p>Notification letters distributed to Candidates.</p>