



**REVISED 08/30/2019**

**Promotion and Tenure Process At A Glance  
Tenure-Track, Tenured, Non-Tenure Earning (NTE),  
Research and Clinical  
2019-2020**

<b>Window Begins (if applicable)</b>	<b>DEADLINE Window Ends (if applicable)</b>	<b>Responsibility</b>	<b>Action</b>
--	<b>February 8, 2019</b>	Candidate	Faculty notify Chair/Unit Head of intent to apply for promotion and/or tenure
March 18	<b>March 22</b>	Department Chair/Unit Head	List of External Reviewers is prepared
March 25	--	Department Chair/Unit Head	Department Chair/Unit Head Contacts External Reviewers and sends materials for review
--	<b>June 13</b>	Department Chair/Unit Head	External review letters due
	<b>June 17</b>	--	<b>PROMOTION SYSTEM AVAILABLE</b>
	<b>August 14</b>	<b>Candidate</b>	<b>DEADLINE – CANDIDATE SUBMITS DOSSIER</b>
August 15	<b>August 21</b>	Department Chair/Unit Head	Department Chair/Unit Head certifies contents
August 22	<b>September 12</b>	Department/Unit Committee	Department/Unit Committee submits recommendation
September 12	<b>September 15</b>	Department Chair/Unit Head	Department Chair/Unit Head reviews Department/Unit Committee's recommendation
September 16	<b>September 20</b>	Candidate	Candidate reviews Department/Unit Committee's recommendation and may submit optional response
September 20	<b>September 29</b>	Department Chair/Unit Head	Department Chair/Unit Head submits recommendation
September 30	<b>October 4</b>	Candidate	Candidate reviews Department Chair's/Unit Head's recommendation and may submit optional response
October 7	<b>October 28</b>	College/Unit Committee	College Committee submits recommendation
October 28	<b>October 29</b>	Dean Designee	Dean Designee reviews College/Unit Committee's recommendation
October 30	<b>November 4</b>	Candidate	Candidate reviews College/Unit Committee's recommendation and may submit optional response
November 5	<b>November 25</b>	Dean/Unit Head	Dean/Unit Head submits recommendation
November 26	<b>December 2</b>	Candidate	Candidate reviews Dean's/Unit Head's recommendation and may submit optional response
December 3	<b>January 21, 2020</b>	University Committee	University Committee submits recommendation
January 22	<b>January 27</b>	Candidate	Candidate reviews University Committee's recommendation and may submit option response
January 28	--	Provost	Provost begins review of dossiers
--	<b>April 9</b>	Faculty Excellence	Promotion notifications distributed to colleges
--	<b>May/June TBD</b>	Provost and Executive Vice President	Presentation of tenure recommendations to UCF Board of Trustees
--	<b>May/June TBD</b>	Faculty Excellence	Tenure notifications distributed to colleges