



REVISED 08/30/2019

Promotion and Tenure Schedule Librarians and Instructional Designers 2019-2020

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

| DATES | TASK |
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| Friday, March 29 | Faculty notify Department Chair/Unit Head of intent to apply for promotion. |
| Monday, April 15 - Tuesday, April 23 | Department/Unit elections held for Department/Unit Promotion Committees. |
| Friday, April 26 | Department/Units submit candidate names and Department/Unit committee compositions to Faculty Excellence. |
| Monday, June 17 | 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 . |
| Wednesday, August 28 SYSTEM DEADLINE | Candidate submits dossier. |
| Thursday, August 29- Tuesday, September 10 <i>(Holiday September 2)</i> SYSTEM DEADLINE | Department Chair/Unit Head must (1) certify dossier contents, then (2) forward the dossier to Department/Unit Committee or recycle it to Candidate for revision(s). |

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| <p>Wednesday, September 11 -Tuesday, October 1 SYSTEM DEADLINE</p> | <p>Department/Unit 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 2 – Thursday, October 3 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 4 – Tuesday, October 8 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 9 – Thursday, October 17 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 18 – Tuesday, October 22 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 23 - Wednesday, November 27 SYSTEM DEADLINE <i>(Holidays November 28-29)</i></p> | <p>Dean/Division Head 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>Monday, December 2 - Friday, December 6 SYSTEM DEADLINE</p> | <p>Candidate reviews Dean/Division 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>Monday, December 9</p> | <p>Vice Provost for Faculty Excellence begins review of the Librarian and Instructional Designer dossiers.</p> |
| <p>Thursday, April 09</p> | <p>Notification letters distributed to Candidates.</p> |