



**REVISED 08/30/2019**

## Promotion and Tenure Schedule Tenure Track, Tenured, Non-Tenure Earning (NTE), Research and Clinical Faculty 2019-2020

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

<b>DATES</b>	<b>TASK</b>
<b>Monday, January 14- Friday, January 25, 2019</b>	<b>College elections</b> held for University P&T Committee representative.
<b>Monday, January 28- Friday, February 8</b>	<b>Department elections</b> held for College P&T Committees.
<b>Friday, February 8</b>	<b>Faculty</b> notify Chair/Director of intent to apply for tenure and/or promotion.
<b>Friday, March 1</b>	<b>Colleges</b> submit candidate names and P&T committee compositions to Faculty Excellence.
<b>Monday, March 18 – Friday, March 22 (Recommended dates)</b>	<b>Lists of external reviewers are determined.</b> Please refer to <a href="#">UCF Regulation 3.015 Promotion and Tenure of Tenured and Tenure-earning Faculty</a> for additional information on external reviews.  Faculty begin preparing materials for presentation to external reviewers.
<b>Monday, March 25</b>	<b>Chair/Director</b> 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>
<b>Thursday, June 13</b>	<b>Department Chair/Unit Head</b> forwards copies of external reviewer letters to Candidate to upload within their dossier.

<p><b>Monday, June 17</b></p>	<p><b>Promotion system available through MyUCF.</b> Candidates may access promotion system to begin dossier development.</p> <p>Dossier requirements, system training manuals and video tutorials are available at:  <a href="http://facultyexcellence.ucf.edu/promotion">http://facultyexcellence.ucf.edu/promotion</a>.</p>
<p><b>Wednesday, August 14</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>Candidate submits dossier.</b></p>
<p><b>Thursday, August 15-  Wednesday, August 21</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>Department Chair/Unit Head</b> must (1) certify dossier contents, then (2) forward the dossier to department committee or recycle it to Candidate for revision(s).</p>
<p><b>Thursday, August 22 -  Thursday, September 12</b>  <i>(Holiday September 2)</i>  <b>SYSTEM DEADLINE</b></p>	<p><b>Department Committee Chair</b> 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><b>Thursday, September 12 -  Sunday, September 15</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>Department Chair/Unit Head</b> 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.</p>
<p><b>Monday, September 16 -  Friday, September 20</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>Candidate</b> 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><b>Friday, September 20 -  Sunday, September 29</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>Department Chair/Unit Head</b> 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><b>Monday, September 30 -  Friday, October 4</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>Candidate</b> 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><b>Monday, October 7 -  Monday, October 28</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>College Committee Chair</b> 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.</p>
<p><b>Monday, October 28 -  Tuesday, October 29</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>Dean Designee</b> 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.</p>

<p><b>Wednesday, October 30 - Monday, November 4</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>Candidate</b> 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><b>Tuesday, November 5 - Monday, November 25</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>College Dean</b> 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.</p>
<p><b>Tuesday, November 26 - Monday, December 2</b>  <i>(Holidays November 28-29)</i>  <b>SYSTEM DEADLINE</b></p>	<p><b>Candidate</b> 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><b>Tuesday, December 3 - Tuesday, January 21, 2020</b>  <i>(Holiday January 20)</i>  <b>SYSTEM DEADLINE</b></p>	<p><b>University Committee Chair</b> 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.</p>
<p><b>Wednesday, January 22 - Monday, January 27</b>  <b>SYSTEM DEADLINE</b></p>	<p><b>Candidate</b> 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.</p>
<p><b>Tuesday, January 28</b></p>	<p><b>Provost</b> begins review of dossiers.</p>
<p><b>Thursday, April 09</b></p>	<p>Notification letters distributed to <b>Candidates</b>.</p>
<p><b>TBD – May 2020</b></p>	<p>Tenure nominations presented to <b>Board of Trustees</b> for approval.</p>