



## Promotion and Tenure Process Steps

### Step 1 – Process Begins

**Faculty Excellence** - Creates case and notifies candidate, March 1.

### Step 2 – Select External Reviewers

**Candidate and chair/director** external reviewer selection following UCF Regulation 3.015 or 3.0175.

**Candidate** uploads external review materials, chooses to view, or not view external review letters, submits external review section.

### Step 3 – External Review Requests

**Chair/Director** obtains commitments from external reviewers and tells them to expect email from Interfolio.

**Chair/Director** requests external reviews through Interfolio.

### Step 4 – Dossier Completion

**Candidate** completes dossier in Interfolio (refer to P&T schedules on Faculty Excellence webpage).

### Step 5 – Chair/Director Certification of Dossier Contents

**Chair/Director** conducts initial review of candidate dossier and certifies contents via form in Interfolio.

### Step 6 – Department/School Committee Review

**Department/School Committee** conducts review and evaluation of dossier for each candidate and completes *Committee Agreement Form*.

**Department/School committee manager** completes the form in Interfolio with the committee evaluation.

### Step 7 – Candidate Optional Response to Department/School Committee Review

**Candidate** views department/school committee review and completes optional response or uploads "N/A."

### Step 8 – Chair/Director Review and Evaluation

**Chair/Director** conducts review and evaluation.



#### Step 9 – Candidate Optional Response to Chair/Director Review

**Candidate** views department chair/school director review and completes optional response or uploads "N/A." (ID/LIB see next [Step 16, vice provost](#))

#### Step 10 – College Committee Review

**College/Unit Committee** conducts review and evaluation of each dossier and completes *Committee Agreement Form*.

**College/Unit Committee Manager** completes review form in Interfolio.

#### Step 11 – Candidate Optional Response to College Committee Review

**Candidate** views college committee review and completes optional response or uploads "N/A."

#### Step 12 – Dean/Vice Provost Review

**Dean/Vice Provost** conducts review and evaluation.

#### Step 13 – Candidate Optional Response to Dean/Vice Provost Review

**Candidate** views dean/vice provost committee review and completes optional response or uploads "N/A." (I/L process see next [Step 16, vice provost](#))

#### Step 14 – University Committee Review

**University Committee** reviews and completes *Committee Agreement Form* (this does not apply to I/L, IDL, LIB, and assistant/associate professors who receive unanimously positive votes to this point). *Asst/Assoc Professors who receive unanimously positive votes up to this point will move immediately to [Step 16, provost review](#) and not pass through the university committee.*

**University Committee Manager** completes review form in Interfolio.

#### Step 15 – Candidate Optional Response to University Committee Review

**Candidate** views university committee review and completes response or uploads "N/A."

#### Step 16 – Provost or Vice Provost Review

**Vice Provost** conducts review of instructors, lecturers, instructional designers, and librarians.

**Provost/Vice Provost** conducts review of assistant professors and associate professors; makes final decision for promotion and recommendation for tenure to the Board of Trustees.

#### Step 17 – Board of Trustees Approval

**Board of Trustees** final approval of tenure.