

2018 Promotion & Tenure Timeline

The dates on this timeline are the completion dates for each step of this review process. It is advisable to submit materials prior to the date identified.

updated: 2/17/18 JUT

Jan - June	All tenure-track faculty (<i>candidates in particular</i>) need to thoroughly read the P&T Manual located on UME Answers; Candidates specifically study the section entitled “The Candidate’s Responsibilities.”
May	First Level Committee Chair(s) and sub-committees are established by the end of May. Sub-committees should set meeting time to review procedures and have committee select dates for subsequent meetings throughout the review process.
May 1	Candidate submits to First Level Chair(s) the 3 names and brief bio of qualified external reviewers; plus 2 additional names and bio to use as alternates. ◀ Refer to the manual for guidance on reviewer qualifications and eligibility. Use UME Template provided. ▶
	External Review Subcommittee submits the names and brief bios for external reviewers to the Associate Dean for review, and contacts reviewers to make sure they are willing to serve.
June	Associate Dean’s office works with Dean’s office to establish online folders in BOX for each P&T candidates and access for all eligible voting members for each folder. Candidate is presented with the UME P&T Criteria for signature.
By June 22	Candidate submits electronic CV and Teaching Portfolio to First Level Chair by this date.
	First Level Chair uploads electronic CV and Teaching Portfolio for all sub-committee members to view.
By July 13	Candidate confirms that Teaching Evaluations are up-to-date.
	Subcommittee meets with Candidate to recommend CV and Teaching Portfolio revisions (if any).
By August 1	Candidate submits final CV, Teaching Portfolio, 2 Scholarship Items and Personal Statement to First Level Committee Chair who forwards them to Associate Dean’s office to upload.
	Associate Dean’s office provides electronic summary of Teaching Effectiveness and the Record of Mentoring/Advising/Research Supervision (if applicable) to First Level Chair.
	Candidate is presented with Teaching Effectiveness report and the Record of Mentoring/Advising/Research Supervision (if applicable) for review and signature.
	Subcommittee begins writing Summary Statement of Professional Achievements.
By August 21	Candidate is presented the sample letter sent to external evaluators for review and signature.
	First Level Chair sends candidate’s materials to at least 6 external reviewers, with <u>at least</u> half of the reviewers having been selected by the candidate.
By August 21	Subcommittee sends Summary Statement of Professional Achievements to Candidate for review, rebuttal, revision, and signature.
By Sept 10	Candidate’s rebuttal or enhancement of Summary Statement of Professional Achievements due to First Level Chair.
	All letters from external reviewers are due to First Level Chair.
	Sub-Committee submits Reputation of Publication Outlets document to First Level Chair.
	Candidate is presented Reputation of Publication Outlets for review and signature.
By Sept 14	Sub-Committee submits Draft Evaluative Report to First Level Chair.
	First Level Chair will coordinate with Associate Dean’s office to ensure all items have been uploaded to BOX for each candidate and are available to eligible voting faculty. Documents will be posted as soon as possible to allow adequate time for review.
Oct 1	The First Level Committee will be notified of materials availability and will receive a copy of the Equity and Fairness letter from the Associate Provost (if available).
	First Level Committee will meet, discuss candidates’ credentials, and vote.
By Oct 19	First Level Chair prepares cover letter stating the committee’s vote and recommendation on whether or not to grant promotion and tenure. The Evaluative Report is finalized and signed by the subcommittee. Both items are sent to the Associate Dean’s office for uploading.
	Associate Dean sends notification letter to the candidate.
By Oct 25	Associate Dean writes Department Chair letter to be included in the packet.
	Associate Dean’s office submits the original of each candidate’s packet to the Dean’s Office. All items are loaded to BOX.