

# Draft 2022 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: 1/18/22 JUT

Month	Day	Activity
Feb	1	Mandatory promotion candidates (Agents) receive briefing letter from Associate Dean.
March	1	Agents seeking promotion before their mandatory year notify Associate Dean, Program Leader and APT/AEP Coordinator (J. Takacs) via email of their intentions to apply for promotion to Senior Agent with Tenure.
	1	Senior Agents notify Associate Dean, Program Leader and APT/AEP Coordinator (J. Takacs) via email of their intentions to apply for promotion to Principal Agent.
	14	Non-mandatory promotion candidates receive briefing letter from Associate Dean. First level APT committee chairs and sub-committees are established and notified.
April	4	Candidates submit 5 names and biographies of qualified external reviewers to the APT/AEP Coordinator
		APT sub-committees submit 5 names and biographies of qualified external reviewers to the APT/AEP Coordinator
	11	External reviewers are approved by the Associate Dean and contacted to determine availability and willingness to review
May	20	Candidates submit draft CV and Teaching Portfolio to APT/AEP Coordinator
		APT/AEP Coordinator established BOX folders and uploads electronic CV and Teaching Portfolio for sub-committees to review
June	10	Candidates confirm that clientele and peer teaching evaluations are up to date with UME's Faculty & Staff Support Coordinator (D. Allen)
		Subcommittees meet with Candidates to provide feedback for CV and Teaching Portfolio (if any)
	24	Candidate is presented with Teaching Effectiveness report for review and signature
		Candidate is presented the sample letter sent to external evaluators for review and signature.
July	1	Candidates submit final CV, Teaching Portfolio, 2 Scholarship Items and Personal Statement to APT/AEP Coordinator
		Candidate's materials are uploaded to BOX and notifies sub-committees
	5	Candidate's materials are sent to external reviewers
August	5	APT sub-committees send Summary Statement of Professional Achievements and Reputation of Publication Outlets to APT/AEP Coordinator
	12	Associate Dean's Office (APT/AEP Coordinator) forwards Summary Statement of Professional Achievements and Reputation of Publication Outlets to Candidates for review, rebuttal, revision, and signature
	19	All letters from external reviewers are due to First Level Chair
Sept	2	Candidates submit rebuttal or final signed Summary Statement of Professional Achievements and Reputation of Publication Outlets to Associate Dean's office (APT/AEP Coordinator)
	4	Candidate dossiers are uploaded to BOX
		Associate Dean's Office (APT/AEP coordinator) notifies all UME faculty eligible to vote of availability of dossiers
Sept	TBD	First Level Committee will meet, discuss candidate's credentials and vote
Oct	TBD	Associate Dean sends notification letter to the candidate
	TBD	Sub-committees submit final Evaluative Report to Associate Dean's Office (APT/AEP Coordinator)
	TBD	First Level Chair(s) submit cover letter stating the committee's vote and recommendation to Associate Dean's Office (APT/AEP Coordinator)
	TBD	Associate Dean writes Department Chair letter to be included in the packet.
	TBD	Associate Dean's Office (APT/AEP Coordinator) uploads candidate's final dossiers to BOX and submits one hard copy to the Dean's Office.