

# 2019 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: 1/29/19

<b>Jan - June</b>	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."
<b>May</b>	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.
<b>May 1</b>	<b>Candidate</b> submits to First Level Chair(s) the 3 names and brief bio of <b>qualified</b> 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.
<b>June</b>	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. <b>Candidate</b> is presented with the UME P&T Criteria for signature.
<b>By June 21</b>	<b>Candidate</b> 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.
<b>By July 12</b>	<b>Candidate</b> confirms that Teaching Evaluations are up-to-date. Subcommittee meets with Candidate to recommend CV and Teaching Portfolio revisions (if any).
<b>By August 1</b>	<b>Candidate</b> 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. <b>Candidate</b> 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. <b>Candidate</b> 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 half</u> of the reviewers having been selected by the candidate.
<b>By August 16</b>	Subcommittee sends Summary Statement of Professional Achievements to First Level Chair(s) who forward to it the <b>Candidate</b> for review, rebuttal, revision, and signature.
<b>By Sept 4</b>	<b>Candidate's</b> 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. <b>Candidate</b> is presented Reputation of Publication Outlets for review and signature. Sub-Committee submits Draft Evaluative Report to First Level Chair.
<b>By Sept 9</b>	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. 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).
<b>Sept 24</b>	First Level Committee will meet, discuss candidates' credentials, and vote.
<b>By Oct 8</b>	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.
<b>By Oct 22</b>	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.