

## TIMELINE OF THE PROMOTION AND TENURE CYCLE

January - March	<b>Mid-Probationary Reviews.</b> Formal reviews must be conducted for all tenure track faculty in the 3 <sup>rd</sup> year of their probationary period. Documentation of the review must be submitted to the Dean's Office by early May.
April – May	<b>Identification of Candidates for Promotion.</b> This includes all tenure-track probationary faculty entering Year 6 in the fall and faculty entering the final year of a Q contract. May also include non-tenure track faculty with appropriate time at rank (5+ years) and potential for promotion.
May	<b>New Forms.</b> The Campus issues the new P&T forms and guidelines, and the College of Medicine posts revised electronic forms at the Faculty Affairs website. Any work begun using the previous year's forms must be transferred to the most current format before final submission.
May – June	<b>Preparation of Promotion Dossiers.</b> The paper preparer (typically the department head), candidate and assigned coordinator work together on developing the necessary components of the dossier(s).
May – July	<b>Solicitation of External Letters.</b> The department head or paper preparer solicits external letters of evaluation. Minimum number of letters must be obtained before the departmental p&t committee can review the dossier.
July - August	<b>Departmental P&amp;T Committee Vote.</b> No vote should be taken until the dossier is complete, and all letters of recommendation have been received.
August	<b>Dossiers Due in the Dean's Office.</b> Non-tenure dossiers ( <i>Clinical Discipline, Clinical, Research, Adjunct tracks</i> ) are due in early August. Tenure track dossiers ( <i>RT and CT tracks</i> ) are due in mid-to-late August.
October	The College promotions committee votes on <i>Clinical Discipline, Clinical and Adjunct track</i> candidates.
November	The College promotions committee votes on <i>Academic RT, Academic CT, and Research track</i> candidates.
December	The College Executive Committee votes on all salaried promotion candidates.
January	Dean takes committee votes under advisement and submits recommendations to campus for review by the Campus Promotion and Tenure Committee.
February	The Campus Promotion and Tenure Committee submits recommendations to the Vice Chancellor for Academic Affairs (VCAA), Vice Chancellor for Health Affairs (VCHA), and Dean of the Graduate College.
April	VCAA, VCHA, and Dean of the Graduate College submit recommendations to Chancellor. Appeals are due to the Chancellor by mid-April.
May	Chancellor notifies faculty of decision.
July	Board of Trustees acts on recommendations.
August	Promotion becomes effective at the start of the new academic year.