ANNUAL PROMOTION AND TENURE PROCESS TIMELINE ACADEMIC YEAR 2023- 2024

[FACULTY AFFAIRS PROMOTION AND TENURE](https://www.unthsc.edu/academic-affairs/faculty-affairs/annual-faculty-promotion-and-tenure/)

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| Deadline | Action |
| **August 1- 14, 2023** | After all internal discussions between Faculty and their Department Chair have occurred, names of all candidates for promotion and/or tenure must be submitted to the Chairperson of the appropriate P&T Committee by the Departmental Chair.  Please copy Deliz Olivo, Faculty Affairs, when faculty names are submitted to the Chairperson. |
| **Ongoing** | Upon notification of candidates, Faculty Affairs will create an Interfolio Case. Notification will go out to Faculty candidates within 2 business days.  All faculty Promotion & Tenure documents must reside in the Interfolio system. Interfoliois the primary repository for the materials being evaluated for promotion and/or tenure. |
| **August 31, 2023** | Faculty candidates must have all their Promotion & Tenure documents including recommendation letters (which they requested) uploaded to Interfolio. |
| **Starting August, 2023**  (can be started once faculty materials are submitted) | The Department Chair will review candidates’ packets within Interfolio for completeness.  Department Chair seeks independent external evaluations of candidate(s) packet per the P&T Criteria of their school/college. This can be done using the External Evaluation request feature within Interfolio. Deadline for receipt should be September 29, 2023. |
| **October 2, 2023** | The Department Chair will ensure requested external/internal evaluations are included in the packet. The approved packet will be forwarded through Interfolio to the departmental P&T Committee by **October 2, 2023**. If a departmental P&T committee does not exist, the application will proceed via Interfolio to the school/college P&T committee per the timeline.  **Candidate cannot make any further changes within Interfolio to their packet after October 2, 2023.** |
| **October 2, 2023 –**  **November 1, 2023** | Department P&T Committee will review the candidate packet for promotion and/or tenure.  Department P&T Committee Chair submits their recommendations to the Department Chair.  **Candidate should receive notification through Interfolio within 15 working days of the decision.** |
| **November 6, 2023** | Department Chair will review the packet and Department P&T Committee recommendation and submit their recommendation. |
| **November 13, 2023 -**  **January 5, 2024** | School/College P&T Committee will review the candidate application(s) for promotion and/or tenure. |
| **Week of January 8, 2024** | School/College P&T Committee Chair submits their recommendations through Interfolio to the Dean.  **Candidate should receive notification through Interfolio within 15 working days of the decision.** |
| **January 15 –**  **February 5, 2024** | Dean evaluates the applications and makes recommendation through Interfolio to the President through the Provost. Dean may seek independent evaluation of the candidate(s).  **Candidate should receive notification through Interfolio within 15 working days of the decision.** |
| **February 8 – February 22, 2024** | All materials are available in Interfolio for Provost evaluation and recommendation to the President. |
| **February 23 – March 8, 2024** | The President notifies each candidate of the recommendation. |
| **Appeal Deadline** | **Action** |
| **Within 10 working days of receipt of written action from the President** | Candidate can appeal – in writing – to the Office of the Provost (Policy 6.106).  Please notify Deliz Olivo, Faculty Affairs |
|  | Faculty Grievance & Appeal Committee makes its recommendation to the President through the Provost. |