

**PART XIII
PROMOTION AND TENURE TIMELINE**

The timelines designated in this schedule are the normal review cycle for the stated personnel actions. The Chancellor may approve an adjustment to these timelines when compelling circumstances, as determined by the Chancellor, justify a temporary revision.

Promotion and Tenure Timeline – Spring before Decision Year*

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision
Faculty Request to the Committee for promotion or early conferral of permanent tenure	1 st Friday in February	
Faculty member submits list of potential external reviewers to committee	3 rd Friday in February	[See footnote below for deadlines affecting
Committee submission of a list of external reviewers to the unit administrator and Selection of materials to be sent to reviewers.	2 nd Friday in March	12-month faculty member with prior academic credit**]
Unit Administrator sends letter and materials to confirmed external reviewers	Last Friday in April	6 weeks

Promotion and Tenure Timeline – Fall of Decision Year*

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision	Health Sciences Division Deadline	Time Allotted for Decision
Unit Administrator informs committee of upcoming need for a meeting	1 st Tuesday in September		1 st Tuesday in September	
External reviewers' reports due	1 st Tuesday in September		1 st Tuesday in September	
Faculty turns in PAD to Committee	2 nd Tuesday in September		2 nd Tuesday in September	
Committee recommendation/PAD to unit administrator	2 nd Tuesday in October	4 weeks	2 nd Tuesday in October	4 weeks
Unit administrator recommendation/PAD to Dean (note: Brody	2 nd Tuesday in November	4 weeks	1 st Tuesday in November	3 weeks

School of Medicine P&T Committee reviews & makes Recommendation to BSOM Dean)				
Dean recommendation/PAD to VCAA or VCHS	3 rd Tuesday in December	5 weeks	1 st Tuesday in January	6 weeks
VC decision/PAD to Chancellor	4 th Tuesday in January	4 weeks	3 rd Tuesday in February	6 weeks
Chancellor decision	3 rd Tuesday in February	4 weeks	3 rd Tuesday in March	4 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies each year	Spring BOT meeting	Date varies each year

Reappointment of Probationary-Term Faculty Members Timeline*

Action	9 Month Faculty Deadline	Time Allotted for Decision	12 Month Faculty Deadline
PADs due to tenure committee for reappointment decision	3 rd Tuesday in January		4 th Tuesday in February
Committee recommendation to unit administrator	2 nd Tuesday in February	3 weeks	3 rd Tuesday in March
Unit administrator recommendation to Dean (if applicable)	1 st Tuesday in March	3 weeks	2 nd Tuesday in April
Dean recommendation to VCAA or VCHS	Last Tuesday in March	3 weeks	1 st Tuesday in May
VCAA or VCHS decision	Last Tuesday in April	4 weeks	1 st Tuesday in June

Reappointment of Probationary-Term Faculty Members in 2nd Year of Employment With Credit for Prior Academic Service Timeline*

Action	9 Month Faculty Deadline	Time Allotted for Decision	12 Month Faculty Deadline
PADs due to tenure committee	1 st Tuesday in September		1 st Tuesday in April
Committee recommendation to unit administrator	1 st Tuesday in October	4 weeks	1 st Tuesday in May

Unit administrator recommendation to Dean (if applicable)	3 rd Tuesday in October	2 weeks	3 rd Tuesday in May
Dean recommendation to VCAA or VCHS	1 st Tuesday in November	2 weeks	2 nd Tuesday in June
VCAA or VCHS decision	3 rd Tuesday in November	2 weeks	3 rd Tuesday in June

Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year*

Fixed-term faculty members request consideration of a subsequent appointment and submit portfolio required by unit code	No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires		No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires
Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment recommendation	within 30 days of the request	30 days	within 30 days of the request

*Faculty candidate will be notified of the recommendation or decision, as appropriate, in writing within one week at each decision point.

**For 12-month Assistant Professor with 1 year of prior academic credit, in the fourth year of appointment, external reviewer list is due to Tenure Committee on the 2nd Tuesday in April; Tenure Committee's final list of external peer reviewers is due to unit administrator on 4th Tuesday in April; unit administrator will send letters and selected materials to reviewers by the 3rd Thursday in May.

(FS Resolution #12-68, April 2012)