Electronic Promotion & Tenure Schedule
For 2014-2015

Department Level Deadlines & Role Responsibilities

**Monday, February 24, 2014**
The department chair/unit head discusses the promotion and tenure process with faculty who are applying for promotion only, promotion and tenure, or tenure only during academic year 2014-2015. Normally, a faculty member applies for tenure during the sixth (6th) year of continuous service. Exceptions include, but are not limited to: faculty electing to go up early, that is prior to the sixth (6th) year; using credit toward tenure given upon hire, unless voluntarily rescinded; or faculty who were employed in a tenure-earning position starting with a spring semester, in which case they may count tenure-earning time beginning with the following academic year.

**Friday, March 14, 2014**
Annual Spring Promotion and Tenure Workshop, Morgridge Reading Center, Room 108, 2:00 PM-4:00 PM.

**Friday, March 21, 2014**
The department chair/unit head obtains and contacts the candidate’s and department committee’s list of potential external reviewers. External reviewers shall not have served as the candidate’s dissertation advisor, post-doctoral mentor, or close collaborative colleague. The department chair/unit head and candidate should discuss and rank potential external reviewers.

**Friday, March 28, 2014**
The department chair/unit head sends materials to external reviewers.

**Thursday, April 17, 2014**
Promotion and Tenure Dossier Preparation Workshop, Morgridge Reading Center, Room 108, 10:00 AM-12:00 PM.

**Friday, April 25, 2014**
The department chair/unit head or their designee emails all of the candidates’ information and the department P&T committee’s composition to the Office of Faculty Relations (attention: ePandT@ucf.edu).

**Monday, July 7, 2014**
The external reviewer letters are due to department chair/unit head. The department chair/unit head forwards copies of the external reviewer letters to the candidate to upload within their e-dossier.

<table>
<thead>
<tr>
<th>Academic year</th>
<th>Tenure year</th>
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<tbody>
<tr>
<td>2014-2015</td>
<td>6</td>
</tr>
<tr>
<td>2013-2014</td>
<td>5</td>
</tr>
<tr>
<td>2012-2013</td>
<td>4</td>
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<td>2011-2012</td>
<td>3</td>
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<tr>
<td>2010-2011</td>
<td>2</td>
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<tr>
<td>2009-2010</td>
<td>1</td>
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</tbody>
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Monday, August 25, 2014
The faculty candidate prepares, uploads, and forwards (via the “Resubmit” button) the e-dossier to the department chair within the eP&T system. The non-electronic book-two dossier is hand-delivered to the department chair/unit head. The candidate may upload additional documents (pdf) throughout the process until the provost reaches his final decision.

Wednesday, August 27, 2014
The department chair reviews the e-dossier for completeness by: (1) certifying grants, contracts, and publications are accurate (via the acknowledgement checkboxes), (2) entering the number of external reviewers contacted and the number that responded, (3) forwarding the e-dossier (via the “Reviewed” button) to the department’s committee, or recycling it to the candidate for revision(s). Non-electronic book-two dossiers are made available to the department P&T committee.

Wednesday, September 10, 2014
The department committee chair must coordinate the analysis of the candidate by: (1) completing the evaluation by typing within the provided area or uploading a document (pdf) within the eP&T system, (2) collecting and uploading the voting committee members’ signatures on the “Electronic Promotion & Tenure Signature List” within the eP&T system, and (3) forwarding (via the “Reviewed” button) the e-dossier to the department chair. Non-electronic book-two dossiers are made available to the department P&T committee.

Thursday, September 11, 2014
The department chair reviews of the department P&T committee’s evaluation by: (1) ensuring the signature list uploaded, belongs to the candidate, (2) confirming the number of signatures matches the number of votes for the candidate, and (3) either forwarding the e-dossier (via the “Reviewed” button) to the candidate or recycling it to the department P&T committee chair for revision(s). Within five calendar days, the candidate completes electronic acknowledgement of receipt and has the option to upload a response within the eP&T system.

Friday, September 12, 2014
The college dean or dean designee must email the college promotion and tenure committee composition to the Office of Faculty Relations (attention: ePandT@ucf.edu).

Tuesday, September 16, 2014
The candidate reviews the department P&T committee’s evaluation. The candidate (1) acknowledges they have read the evaluation by checking the required certification box. They have the option to (2) upload a response within the eP&T system. The candidate (3) forwards the e-dossier (via the “Reviewed” button) to the department chair.
Electronic Promotion & Tenure Schedule
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**Tuesday, September 23, 2014**
The department chair completes an evaluation of the candidate by: (1) **typing** within the provided area or uploading a document (pdf) within the eP&T system and (2) **forwarding** the e-dossier (via the “Reviewed” button) to the candidate. Within five calendar days, the candidate completes electronic acknowledgement of receipt and has the option to upload a response within the eP&T system.

**Sunday, September 28, 2014**
The candidate reviews the department chair’s evaluation. The candidate (1) **acknowledges** they have read the evaluation by checking the required certification box. They have the option to (2) **upload** a response within the eP&T system. The candidate (3) **forwards** the e-dossier (via the “Reviewed” button) to the department chair.

**Monday, September 29, 2014**
The department chair (1) **reviews** the candidate’s optional response (if applicable), and (2) **forwards** the e-dossier (via the “Reviewed” button) to the college dean designee. Non-electronic book-two dossiers are made available to the college dean designee.