3rd Year Review Promotion and Tenure Schedule

General Information: 3rd Year Review for promotion and tenure will be facilitated by FIS for the 2018-19 AY cycle. In 2019-20, the 3rd Year Review will mirror the 6th year promotion and tenure schedule (minus the external reviewer portion). Please note that the dates specified in this document are hard deadlines, as the process is on an automated scheduler. Therefore, it is imperative that each step meet its specified deadline. If a due date falls on a non-business day, the due date is the most previous business day.

Department Chair Preparation:

May 7th: Complete top half of VPAA-174, University Information Form, for tenured and tenure-track candidates going up for promotion and tenure and email to Terri Day (terri.day@unt.edu) copying your college/school dean.

Upload window Sep 1st - Sep 12th: Cumulative results of annual evaluations and, for probationary faculty, evidence of mentoring and support throughout the reappointment, tenure, and promotion process (upload in FIS)

Upload window Sep 1st - Sep 12th: Summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, interpretative comment on the statistical summaries, and other evidence of student learning (upload in FIS)

Upload window Sep 1st - Sep 12th: Unit tenure and promotion criteria (upload in FIS)

Sep 7th: Send Terri Day (terri.day@unt.edu) the following lists: (1) unit faculty eligible to vote in tenure and promotion cases; (2) unit faculty eligible to vote in promotion (associate to full) cases; (3) unit review committee membership, noting the chair; and (4) college review committee membership, noting the chair (obtain from your associate dean). These lists allow the FIS team to set the appropriate access parameters. Committee members and eligible faculty will have view-only access. Committee chairs will have additional permissions in order to accomplish the specified tasks.

Candidate Preparation:

Upload window Aug 15th – 31st:

1) Complete, current CV (upload preferred CV into FIS)
2) Self-evaluation, personal narrative (maximum 750 words, upload in FIS)
3) Supporting documentation required by department (upload into FIS)

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Recommendation Deadlines:

Upload window Sep 14th - Oct 13th: Recommendation of unit review committee, including unit review committee vote: The unit review committee chair uploads into FIS the: (1) unit review recommendation, (2) faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The unit review committee chair also annotates the unit review committee vote.

Upload window Oct 14th - Nov 13th: Recommendation of department chair, including the unit's eligible faculty vote: The department chair uploads into FIS: (1) their recommendation, (2) the faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The department chair also annotates the unit's eligible faculty vote.

Upload window Nov 14th - Dec 13th: Recommendation of college review committee, including college review committee vote: The college review committee chair uploads into FIS the: (1) college review committee recommendation, (2) the faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The college review committee chair also annotates the college review committee vote.

Upload window Dec 14th - Jan 13th: Recommendation of dean: The dean uploads into FIS: (1) their recommendation, (2) the faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation.

Provost's Office Deadline:

Mar 1st: The Provost's Office notifies candidates of promotion/tenure decisions.