

2024 Promotion & Tenure Timeline

The dates on this timeline are the completion dates for each step of this review process. It is advisable to submit materials prior to the date identified.

updated: 1/22/24 JUT

Month	Day	Activity
Feb	1	Mandatory promotion candidates (Agents) receive briefing letter from Associate Dean
	16	Agents seeking promotion to Senior Agent with Tenure before their mandatory year must notify Associate Dean, Program Leader and Faculty Affair Manager by email of their intentions to apply AND included a current CV.
		Senior Agents seeking promotion to Principal Agent must notify Associate Dean, Program Leader and Faculty Affair Manager by email of their intentions to apply AND included a current CV.
March	1	Non-mandatory promotion candidates receive briefing letter from Associate Dean First level APT committee chairs and sub-committees are established and notified
	15	Associate Dean meets with first level APT committee chairs & vice-chairs, sub-committee chairs & members and program leaders
April	5	Candidates submit 5 names and biographies of qualified external reviewers to the Faculty Affair Manager and a draft CV
		APT sub-committees submit 5 names and biographies of qualified external reviewers to the Faculty Affair Manager
	12	External reviewers are vetted and approved by the Associate Dean and contacted to determine availability and willingness to review
May	20	Candidates submit draft CV and Teaching Portfolio to Faculty Affair Manager
		Faculty Affair Manager established BOX folders and uploads electronic CV and Teaching Portfolio for sub-committees to review
June	10	Candidates confirm that clientele and peer teaching evaluations are up to date with UME's Faculty & Staff Support Coordinator (D. Allen)
		Subcommittees meet with Candidates to provide feedback for CV and Teaching Portfolio (if any)
	24	Candidate is presented with Teaching Effectiveness report for review and signature
Candidate is presented the sample letter sent to external evaluators for review and signature.		
July	1	Candidates submit final CV, Teaching Portfolio, 2 Scholarship Items and Personal Statement to Faculty Affair Manager
		Candidate's materials are uploaded to BOX and Faculty Affair Manager notifies sub-committees
	8	Candidate's materials are sent to external reviewers
August	5	APT sub-committees send Summary Statement of Professional Achievements and Reputation of Publication Outlets to Faculty Affair Manager
	12	Associate Dean's Office (APT/AEP Coordinator) forwards Summary Statement of Professional Achievements and Reputation of Publication Outlets to Candidates for review, rebuttal, revision, and signature
	23	All letters from external reviewers are due to Faculty Affair Manager
Sept	2	Candidates submit rebuttal or final signed Summary Statement of Professional Achievements and Reputation of Publication Outlets to Associate Dean's office (Faculty Affair Manager)
	5	Candidate dossiers are uploaded to BOX
Associate Dean's Office (Faculty Affair Manager) notifies all UME faculty eligible to vote of availability of dossiers		
Sept	24 & 25	First Level Committee will meet, discuss candidate's credentials and vote
Oct	6	Sub-committees submit final Evaluative Report to Associate Dean's Office (Faculty Affair Manager) and is posted for first level committee to review.
	11	First Level Chair(s) submit cover letter stating the committee's vote and recommendation along with final evaluative report to Associate Dean's Office (Faculty Affair Manager)
	TBD	Associate Dean sends notification letter to the candidate
	TBD	Associate Dean writes Department Chair letter to be included in the packet.
	TBD	Associate Dean's Office (Faculty Affair Manager) uploads candidate's final dossiers to BOX and submits one hard copy to the Dean's Office.