

2017-2018 SCHEDULE FOR PROMOTION AND TENURE PROCESS

1. September/October 2017: UTHSC Chief Academic Officer (the Vice Chancellor for Academic, Faculty & Student Affairs) prepares and emails promotion and tenure instructions to Deans, Department Chairs and Directors.
2. October 2017: Departments initiate a defined process for reviewing each faculty member to be considered for promotion* and/or tenure. The process is established by each department in accord with the provisions of the Faculty Handbook and University policies; each faculty member should be advised, in writing, that he or she is being evaluated and should be given an opportunity to submit information pertaining to the review of performance and future promise.
3. November 2017 - January 2018: Departmental chairs and directors prepare recommendations for promotion and awarding of tenure and forward them to the Dean. The due date for receipt of these recommendations will be made at the discretion of each college dean.
4. **No later than the end of February 2018: Deans should forward to the UTHSC Chief Academic Officer any negative or controversial recommendations (forward earlier if possible), as extra time may be required for reviews at higher levels or for appeal by the faculty member.**
5. No later than March 12, 2018: Departments should review budgets and their needs for non-tenure track faculty and submit a list of faculty members who may be subject to nonrenewal to the UTHSC Chief Academic Officer, 400 Hyman.
6. No later than March 12, 2018: Deans review the positive or noncontroversial recommendations for promotion and tenure and forward their final recommendations to the UTHSC Chief Academic Officer, 400 Hyman Building.
7. By April 2, 2018: The UTHSC Chief Academic Officer reviews recommendations and prepares a consolidated report for the Chancellor.
8. Before May 2018: The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to Knoxville.
9. May 2018: The President reviews and approves the list of promotions; a list of proposed tenure recommendations is prepared for the UT Board of Trustees.
10. June 2018: The UT Board of Trustees acts on tenure recommendations at its June meeting. The Board is informed of the promotions that were approved by the campus and by the President's office.
11. July 1, 2018, or soon thereafter, the Chancellor notifies faculty members of action taken by the President and by the UT Board of Trustees regarding approved promotions and awards of tenure.

*** Important instructions, forms, and documentation for the promotion and tenure processes are located on the Chief Academic Officer's website:**

https://academic.uthsc.edu/faculty/promotion_tenure.php

*** This schedule applies to promotions for all faculty appointments including tenure, tenure track, non-tenure track (clinician educator, research, limited duration), part-time non-tenure track, primarily administrative, affiliated, and volunteer categories.**

**JULY 1, 2017 TO JUNE 30, 2018 SCHEDULE FOR
ANNUAL PERFORMANCE AND PLANNING REVIEW**

1. No later than May 1, 2018: Faculty member provides relevant documents in preparation for the Annual Performance and Planning Review meeting with the Chair or responsible supervisor that include:
 - a. a summary of activities and accomplishments for the current fiscal/academic year beginning July 1, 2017 and extending through June 30, 2018, and
 - b. a summary of the faculty member's proposed academic goals for the coming fiscal/academic year beginning July 1, 2018 and extending through June 30, 2019.
2. May and June, 2018: Faculty member must meet with the Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than June 30, 2018).
3. Before issuing a reappointment letter for the coming fiscal/academic year for any non-tenure track faculty member who receives a Needs Improvement for Rank or Unsatisfactory for Rank rating on the APPR: The Chair should contact the UTHSC Chief Academic Officer.
4. July 2, 2018: Upon completion of the review process, and no later than July 2, 2018, the Chair should forward to the UTHSC Chief Academic Officer the following:
 - a. a signed Certification of Faculty Review (Form 4) and
 - b. a signed copy of each faculty member's summary document (Form 1 and, where applicable, Form 2) **that includes all attachments**.

*** Important instructions, forms, and documentation for the promotion and tenure processes are located on the Chief Academic Officer's website:**

https://academic.uthsc.edu/faculty/annual_review.php

*** Note the requirement for submission of all materials no later than July 2, 2018. Departments or colleges with large numbers of faculty members should begin the review process early enough so that all materials will be received in the Chief Academic Officer's files no later than July 2, 2018.**