

2018-2019 SCHEDULE FOR PROMOTION AND TENURE PROCESS

1. September/October 2018: 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 2018: 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 2018 - January 2019: 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 2019: 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 11, 2019: 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 11, 2019: Deans reviews 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 1, 2019: The UTHSC Chief Academic Officer reviews recommendations and prepares a consolidated report for the Chancellor.
8. Before May 2019: The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to Knoxville.
9. June 2019: The President acts only on the Chancellor's positive recommendation for tenure. If the President concurs in the positive recommendation, he or she shall grant tenure if he or she is authorized to do so, and the Chancellor shall give the faculty member written notice of the effective date of tenure. If only the Board is authorized to grant tenure, the President shall submit the recommendation to grant tenure, and summary explanation for the recommendation, to the Board. The President reviews, takes action on the list of promotions and informs the UT Board of Trustees.
10. June 2019: The UT Board of Trustees acts on tenure recommendations that only the Board is authorized to grant at its June meeting. The Board is informed of the tenure and promotion recommendations that were approved by the President's office.
11. July 1, 2019, 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.**

**THE SCHEDULE FOR
THE NEXT ANNUAL PERFORMANCE AND PLANNING REVIEW
WILL BE POSTED AT A LATER DATE**