

Midterm Review Tenure and Promotion Schedule

General Information: Midterm (4th Year) Review for tenure and promotion is facilitated through Workflow. 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. [Workflow instructions](#) for all participants are on the FIS website.

Policy Reference: [UNT Policy 06.004](#), Faculty Reappointment, Tenure, and Promotion

Unit Administrator Preparation:

May 1st 2023:

- Provide candidates a list of the required unit-specific dossier supporting documentation (outside the CV and self-evaluation narrative) and identify the preferred format, e.g., PDF, Word document, etc.

Upload window Sep 1st - Sep 7th:

Sep 1st: Email Rebecca How (r.how@unt.edu) the following: (1) unit faculty eligible to vote in 4th year tenure and promotion cases, and (2) the unit review committee membership, noting the chair. These lists allow the FIS team to set the appropriate access parameters. **If you have this information prior to the deadline, please send it early.**

Associate Dean Preparation:

Sep 7th: Email Rebecca How (r.how@unt.edu) your college review committee membership, noting the chair. This information allows the FIS team to set the appropriate access parameters. **If you have this information prior to the deadline, please send it early.**

Candidate Preparation:

Workflow upload window Aug 17th – 31, 2023:

- Complete, current CV: The candidate uploads a CV that is formatted as specified by the unit administrator. In addition to published/accepted works, the CV should include scholarly works that have been submitted for review or are in revision.
- Self-evaluation, personal narrative: The candidate uploads a 750-word narrative. The narrative is the candidate's opportunity to evaluate and put into context their contributions over the specified timeframe. This evaluation may include but is not limited to: (a) goal/objective

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achievement, (b) course development/ instruction, (c) scholarly activity, (d) community relations/service, and (e) future career direction.

- Unit tenure and promotion criteria. The candidate uploads the unit's tenure and promotion criteria.
- Results of annual evaluations: The candidate selects their annual evaluations for the reporting timeframe.
- Evidence of mentoring and support throughout the reappointment, tenure, and promotion process: The candidate uploads mentoring and support evidence. This is the candidate's opportunity to note any mentoring activities that they participated in over the reporting timeframe in the domains of teaching, scholarship, and service. Mentoring can be in the form of formal or informal activities.
- Reappointment reviews: The candidate selects the appropriate reappointment reviews for the reporting timeframe.
- Unit-specific supporting documentation: The candidate uploads unit-specific supporting documentation, e.g., SPOT comments, journal articles, portfolio documents, etc.

Workflow Recommendation Deadlines:

- Sep 15th - Oct 26th:** Recommendation of unit review committee, including the unit review committee vote: The unit review committee chair uploads 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. **NOTE:** All eligible faculty will have access to dossiers from September 15th – September 28th. They must view and cast their vote at this time in the manner determined by the unit administrator.
- Oct 27th - Nov 09th:** Recommendation of unit administrator. Recommendation of unit administrator, including the unit's eligible faculty vote: The unit administrator uploads: (1) their recommendation, (2) the faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The unit administrator also annotates the unit's eligible faculty vote.
- Nov 10th - Dec 14th:** Recommendation of college review committee, including the college review committee vote: The college review committee chair uploads the: (1) college

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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.

Dec 15th - Jan 11th: Recommendation of dean: The dean uploads: (1) their recommendation, (2) the faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation.

Jan 12, 2024 – Mar 8, 2024: Recommendation of provost: The provost uploads their recommendation.

Early March: The Provost's Office notifies candidates of reappointment decisions.
