# 6th Year Tenure and Promotion Flowchart

Department Chair submit the VPAA 174 to Faculty Information Systems

Faculty.info@unt.edu

**March 1, 2023**

**STEP 1**: Candidate submission I

**DATES: 5/11 – 5/31/23**

**STEP ACCESS: Candidate**

**STEP 2**: Unit Administrator submits external reviewer

**DATE: 6/1 – 6/8/23**

**STEP ACCESS: UA**

**STEP 3**: UA submits dossier to external reviewers

**DATES: 6/1 – 8/17/23**

**STEP ACCESS: External Reviewer**

**STEP 7**: Eligible faculty cast their vote to Unit Administrator

**Dates: 9/15 – 9/28/23**

**STEP ACCESS: Eligible Faculty**

**STEP 6**: FIS team adds committee membership

**DATES: 9/8 – 9/14/23**

**STEP Access: FIS team**

**STEP 5**: Candidate Submission II

**DATE: 8/24 - 9/7/23**

**STEP ACCESS: Candidate**

**STEP 4**: FIS uploads SPOT

**DATES: 8/18 – 8/23/23**

**STEP ACCESS: FIS**

**STEP 8**: URC Chair uploads recommendation to UA

**DATES: 9/29 – 10/26/23**

**STEP ACCESS: URC chair/members**

**STEP 9**: UA uploads recommendation to the CRC

**DATES: 10/27 – 11/09/23**

**STEP ACCESS: UA**

**STEP 10**: CRC chair uploads recommendation to dean

**DATES: 11/10 – 12/14/23**

**STEP ACCESS: CRC chair/members**

**STEP 11**: Dean uploads recommendation to the provost

**DATES: 12/15 – 1/11/24**

**STEP ACCESS: Dean**

**STEP 14**: Dossier Archival

**DATE: 6/14/24**

**STEP 13**: University/BoR T&P decision

**DATES: 3/09 – 6/13/24**

**STEP ACCESS: President**

**STEP 12**: Provost uploads recommendation to the president

**DATES: 1/12 – 3/08/24**

**STEP ACCESS: Provost**

**Acronym Key:**

**UA** = Unit administrator
**URC** = Unit review committee
**CRC** = College review committee