2027 - 2028

Midterm Review Tenure and Promotion Schedule

General Information: Midterm (4th Year) Review for tenure and promotion is facilitated through FIS 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 meets its specified deadline. Workflow instructions for all participants are on the FIS website.

Policy Reference: UNT Policy 06.004, Faculty Reappointment, Tenure, and Promotion

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Unit Administrator Preparation:

May 03rd, 2027:

- 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 3rd

Sep 03rd: Email Rebecca How (r.how@unt.edu) the following: (1) unit faculty who are 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 03rd: 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 19th – September 02nd, 2027:

- 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

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 from a drop-down box in FIS Workflow 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 from a dop-down box within FIS Workflow 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 10th – Oct 14th: 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 09th – September 23rd. They must view and submit their in the manner determined by the unit administrator.

Oct 15th – Oct 28th: 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.

Oct 29th – Nov 18th: Recommendation of college review committee, including the college review committee vote: The college review committee chair uploads the: (1) college

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.

Nov 19th – Dec 16th: 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.

Dec 17, 2027 – Mar 02, 2028: Recommendation of provost: The provost uploads their recommendation.

March 2028: The Provost's Office notifies candidates of reappointment decisions.
