2027 - 28

6th Year and Promotion to Full Tenure/Promotion Schedule

General Information: 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:

March 01st, 2027:

- For associate to full professor promotions: Complete the VPAA-174, University Information Form and email to Rebecca How (r.how@unt.edu), copying your college/school dean.

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

February/March:

- Contact potential external reviewers to ascertain their willingness to serve as an external reviewer.
- Notify willing external reviewers that candidate documentation will be sent to them via Faculty Information System the first week of June.

May 28th – August 12th, 2027:

- Send external review link to external reviewers with an **August 12th** deadline to return the reviews. Please contact Rebecca How if additional time is needed for the reviewer.
- The unit administrator uploads the VPAA - 172, External Reviewer Form for Tenure and/or Promotion Reviews.

September 03rd, 2027:

- Email Rebecca How (r.how@unt.edu) the following: (1) unit faculty who are eligible to vote in 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:

September 03rd, 2027:

- 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: 6th year and promotion to full candidates have two upload windows. The first window is for the documentation that is required for external reviewers. The second window is for the remaining dossier documentation.

Workflow upload window 1, May 06th – 27th 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.

- Unit-specific supporting documentation: The candidate uploads unit-specific supporting documentation required to send to the external reviewers, e.g., journal articles, portfolio documents, etc.

Dossiers are closed at this point. The dossier can be reopened if it meets the three-prong test.

- the scholarly/creative work that was submitted for review prior to the closing of the dossier was listed in the candidate's dossier and has received final and unconditional acceptance,
- such acceptance could reasonably be construed to change the tenure and/or promotion recommendation, AND
- the provost has yet to render a recommendation.

Upload window 2, August 20th – Sept 02nd, 2027:

- Results of annual evaluations: The candidate will select their annual evaluations for the reporting timeframe from the drop-down box within FIS Workflow.

- Evidence of mentoring and support throughout the reappointment, tenure, and promotion process (6th year faculty only): 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 (6th year faculty only): The candidate will select their reappointment reviews for the reporting timeframe from the drop-down box within FIS Workflow.

- Remaining unit-specific supporting documentation: The candidate uploads remaining unit-specific supporting documentation.

Workflow Recommendation Deadlines:

Sept 10th - Oct 14th From September 10th to September 23rd, all eligible faculty will have access to dossiers. They must submit their vote to the unit administrator *when* requested by the unit administrator. 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.

Oct 15th – Oct 28th: 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 17th – Mar 02nd, 2028: Recommendation of provost: The provost uploads their recommendation.
