

Midterm and Mandatory 4th Year Review Tenure and Promotion Schedule

General Information: Midterm and Mandatory 4th Year Review for tenure and promotion are 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:

- 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.

Sep 9th: Email Terri Day (terri.day@unt.edu) the following: (1) unit faculty eligible to vote in midterm and mandatory 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 13th: Email Terri Day (terri.day@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 16th – 30th:

- 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.

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- Unit tenure and promotion criteria. The candidate uploads the unit's tenure and promotion criteria.
 - Results of annual evaluations: The candidate uploads 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 uploads their 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.
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Workflow Recommendation Deadlines:

- Sep 16th - Oct 15th:** 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 16th - Nov 15th:** 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 16th - Dec 15th:** 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.

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Dec 16th - Jan 15th: 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 16th – Mar 1st: Recommendation of provost: The provost uploads their recommendation.

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