General Information: Non-tenure promotion is facilitated by 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 06.005, Non-Tenure Track Faculty Reappointment and Promotion

Unit Administrator Preparation:

May 1st:

- Complete the VPAA-174, University Information Form, for non-tenured candidates going up for promotion and email to Terri Day (terri.day@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.

Sep 9th: Email Terri Day (terri.day@unt.edu) the unit 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.

Upload window Sep 1st - Sep 10th:

- Unit faculty statistical summary table: The unit administrator provides a quantitative summary range table of the SPOT scores for the faculty in the unit.

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 – Aug 30th:

- Complete, current CV: The candidate uploads a CV that is formatted as specified by the unit administrator.

- Self-evaluation, personal narrative: The candidate uploads a 750-word narrative. This 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 provides their annual evaluations for the reporting timeframe.

- **Statistical summary of the candidate’s student evaluation of teaching results:*** The candidate uploads a summary table of their quantitative university-approved student evaluations of teaching scores over the reporting timeframe.

- **Unit-specific supporting documentation:*** The candidate uploads unit-specific supporting documentation, e.g., SPOT comments, 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 into Workflow the unit review recommendation and any additional supporting documentation. The unit review committee chair also annotates the unit review committee vote.

**Oct 16th - Nov 15th:** *Recommendation of unit administrator:* The unit administrator uploads into Workflow their recommendation and any additional supporting documentation.

**Nov 16th - Dec 15th:** *Recommendation of college review committee, including the college review committee vote:* The college review committee chair uploads into Workflow the college review recommendation and any additional supporting documentation. The college review committee chair also annotates the college review committee vote.

**Dec 16th - Jan 15th:** *Recommendation of dean:* The dean uploads into Workflow their recommendation and any additional supporting documentation. **Non-tenured promotion personnel actions end with the dean.**

**End of January:** The dean’s office notifies candidates of promotion decisions.