**General Information:** Tenure and promotion is 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. If a due date falls on a non-business day, the due date is the most previous business day. 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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**Department Chair Preparation:**

**April 1st:**

- Complete the VPAA-174, University Information Form, for tenured and tenure-track candidates going up for tenure and 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.

**May 1st – May 8th:** Send requests for external referee letters with a deadline of August 15th for reviewers to submit the reviews to you.

**Upload window Sep 2nd - Sep 13th:**

- Unit tenure and promotion criteria (upload in Workflow)

- Cumulative results of annual evaluations and, for probationary faculty, evidence of mentoring and support throughout the reappointment, tenure, and promotion process (upload in Workflow)*

- Summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, interpretative comment on the statistical summaries, and other evidence of student learning (upload in Workflow)*

- External reviews and VPAA-172, External Reviewer Form for Tenure and/or Promotion Reviews. External Reviewer CVs can also be uploaded in the external reviewer section (upload in Workflow)*

*For evaluative summary guidance, please see Tenure and Promotion Dossier Category Guidance.
Sep 9th: Send Terri Day (terri.day@unt.edu) the following: (1) unit faculty 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. Committee members and eligible faculty will have read-only access. Committee chairs will have additional permissions in order to accomplish the specified tasks. **If you have this information prior to the deadline, please send it early.**

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**Associate Dean Preparation:**

Sep 13th: Send 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. Committee members will have read-only access. Committee chairs will have additional permissions in order to accomplish the specified tasks. **If you have this information prior to the deadline, please send it early.**

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**Candidate Preparation:**

Upload window Apr 15th – 30th:

- Preferred CV (upload into Workflow)
- Self-evaluation, personal narrative (maximum 750 words, upload in Workflow)
- Supporting documentation required by department (upload into Workflow)

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**Recommendation Deadlines:**

Upload window Sep 16th - Oct 15th: **Recommendation of unit review committee, including the unit review committee vote:** The unit review committee chair uploads into Workflow 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.

Upload window Oct 16th - Nov 15th: **Recommendation of department chair, including the unit’s eligible faculty vote:** The department chair uploads into Workflow: (1) their recommendation, (2) the faculty member’s response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The department chair also annotates the unit’s eligible faculty vote.
Upload window Nov 16th - Dec 15th: Recommendation of college review committee, including the college review committee vote: The college review committee chair uploads into Workflow 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.

Upload window Dec 16th - Jan 15th: Recommendation of dean: The dean uploads into Workflow: (1) their recommendation, (2) the faculty member’s response to a negative recommendation (if applicable), and (3) any additional supporting documentation.

Upload window Jan 16th – Mar 1st: Recommendation of provost: The provost uploads into Workflow their recommendation.

Early March: The Provost’s Office notifies candidates of promotion/tenure decisions.