Midterm and Mandatory 4th Year Tenure and Promotion Flowchart

**Step 1:** Candidate submission  
DATES: 8/17 – 8/30/20  
STEP ACCESS: Candidate

**Step 2:** FIS Team uploads SPOT data and committee membership  
DATES: 8/31 – 9/15/20  
STEP ACCESS: FIS Team

**Step 3:** URC chair uploads recommendation to UA and eligible faculty cast their reappointment vote to UA  
DATES: 9/16 – 10/15/20  
STEP ACCESS: URC chair/members and eligible unit faculty

**Step 4:** UA uploads recommendation to the CRC  
DATES: 10/16 – 11/15/20  
STEP ACCESS: UA

**Step 5:** CRC chair uploads recommendation to dean  
DATES: 11/16 – 12/15/20  
STEP ACCESS: CRC chair/members

**Step 6:** Dean uploads recommendation to the provost  
DATES: 12/16 – 1/15/21  
STEP ACCESS: Dean, dean’s executive assistant

**Step 7:** Provost uploads recommendation to the president  
DATES: 1/16 – 3/1/21  
STEP ACCESS: Provost, provost’s executive assistant

**Step 8:** University reappointment decision  
DATES: 3/2 – 6/15/21  
STEP ACCESS: President

**Step 9:** Dossier Archival  
DATE: 6/16/21

**Acronym Key:**

UA = Unit administrator  
URC = Unit review committee  
CRC = College review committee