Midterm and Mandatory 4th Year Tenure and Promotion Flowchart

**STEP 1:** Candidate submission I
- **DATES:** 8/16 – 8/30/19
- **STEP ACCESS:** Candidate

**STEP 2:** FIS Team uploads SPOT data and committee membership
- **DATES:** 8/31 – 9/15/19
- **STEP ACCESS:** FIS Team

**STEP 3:** URC chair uploads recommendation to UA and eligible faculty cast their reappointment vote to UA
- **DATES:** 9/16 – 10/15/19
- **STEP ACCESS:** URC chair/members and eligible unit faculty

**STEP 4:** UA uploads recommendation to the CRC
- **DATES:** 10/16 – 11/15/19
- **STEP ACCESS:** UA

**STEP 5:** CRC chair uploads recommendation to dean
- **DATES:** 11/16 – 12/15/19
- **STEP ACCESS:** CRC chair/members

**STEP 6:** Dean uploads recommendation to the provost
- **DATES:** 12/16 – 1/15/20
- **STEP ACCESS:** Dean, dean’s executive assistant

**STEP 7:** Provost uploads recommendation to the president
- **DATES:** 1/16 – 3/1/20
- **STEP ACCESS:** Provost, provost’s executive assistant

**STEP 8:** University reappointment decision
- **DATES:** 3/2 – 6/15/20
- **STEP ACCESS:** President

**STEP 9:** Dossier Archival
- **DATE:** 6/16/20

**Acronym Key:**
- **UA** = Unit administrator
- **URC** = Unit review committee
- **CRC** = College review committee

3/13/19