

Midterm Review Tenure and Promotion Schedule

**General Information:** Midterm (4<sup>th</sup> Year) Review for 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 [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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**Unit Administrator Preparation:**

**May 1<sup>st</sup> 2021:**

- 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.

**Upload window Sep 1<sup>st</sup> - Sep 9<sup>th</sup>:**

**Sep 3<sup>th</sup>:** Email Rebecca How ([r.how@unt.edu](mailto:r.how@unt.edu)) the following: (1) unit faculty eligible to vote in 4<sup>th</sup> 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.**

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**Associate Dean Preparation:**

**Sep 10<sup>th</sup>:** Email Rebecca How ([r.how@unt.edu](mailto:r.how@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.**

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**Candidate Preparation:**

**Workflow upload window Aug 19<sup>th</sup> – 30, 2021:**

- 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

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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 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.

### **Workflow Recommendation Deadlines:**

- Sep 17<sup>th</sup> - Oct 14<sup>th</sup>:** 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 15<sup>th</sup> - Nov 11<sup>th</sup>:** From October 15<sup>th</sup> to October 28<sup>th</sup>, All eligible faculty will have access to dossiers. They must cast their vote at this time. The unit administrator will also have access and be able to see who of the eligible faculty members have cast their vote. 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 12<sup>th</sup> - Dec 16<sup>th</sup>:** Recommendation of college review committee, including the college review committee vote: The college review committee chair uploads the: (1) college

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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.

**Dec 17<sup>th</sup> - Jan 13<sup>th</sup>:** 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.

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**Jan 14, 2022 – Mar 1, 2022:** Recommendation of provost: The provost uploads their recommendation.

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

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