

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. [Workflow instructions](#) for all participants are on the FIS website.

Policy Reference: [UNT Policy 06.004](#), Faculty Reappointment, Tenure, and Promotion

Unit Administrator Preparation:

March 1, 2022:

- For associate to full professor promotions: Complete the [VPAA-174, University Information Form](#) and email to Rebecca How (r.how@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.

March/April:

- Contact potential external reviewers to ascertain their willingness to serve as an external reviewer.
- Notify willing external reviewers that candidate documentation will be sent to them via email link the first week of June.

June 1st– August 11th 2022:

- Send external review link to external reviewers with an **August 11th** deadline to return the reviews.
- The unit administrator uploads the [VPAA - 172, External Reviewer Form for Tenure and/or Promotion Reviews](#).

September 1st, 2022:

- Email Rebecca How (r.how@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. **If you have this information prior to the deadline, please send it early.**

Associate Dean Preparation:**Sep 8th, 2022:**

- Email Rebecca How (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.**

Candidate Preparation: 6th year and promotion to full candidates have two upload windows. The first window is for the documentation that is required for external reviewers. The second window is for the remaining dossier documentation.

- Submit three (3) names of the external reviewers of your choice to your Unit Administrator early March/April

Workflow upload window 1, May 12th – 31th 2022

- **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 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.
- **Unit-specific supporting documentation:** The candidate uploads unit-specific supporting documentation required to send to the external reviewers, e.g., journal articles, portfolio documents, etc.

Dossiers are closed at this point. The dossier can be reopened if it meets all of the three prong test.

- the scholarly/creative work that was submitted for review prior to the closing of the dossier was listed in the candidate's dossier and has received final and unconditional acceptance,
- such acceptance could reasonably be construed to change the tenure and/or promotion recommendation, AND
- the provost has yet to render a recommendation

Upload window 2, August 25rd – September 9th 2022:

- 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 (6th year faculty only): 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 (6th year faculty only): The candidate uploads their reappointment reviews for the reporting timeframe.
 - Remaining unit-specific supporting documentation: The candidate uploads remaining unit-specific supporting documentation, e.g., SPOT comments.
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Workflow Recommendation Deadlines:

- Sep 16th - Oct 13th** 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 14th - Nov 10th:** From October 14th to October 27th, 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 11th - Dec 15th:** Recommendation of college review committee, including the college review committee vote: The college review committee chair uploads 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.

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6th Year and Promotion to Full Tenure/Promotion Schedule

Dec 16th - Jan 12th: 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.

Jan 13th – Mar 1, 2023: Recommendation of provost: The provost uploads their recommendation.
