

Non-Tenured Faculty Promotion Schedule

General Information: Promotion will be facilitated by FIS for the 2018-19 AY cycle. 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.

Chair Preparation:

Aug 1st: Complete top half of [VPAA-174, University Information Form](#), for non-tenured candidates going up for promotion and email to Terri Day (terri.day@unt.edu) copying your college/school dean.

Sep 7th: Send Terri Day (terri.day@unt.edu) the following lists: (1) unit review committee membership, noting the chair and (2) college review committee membership, noting the chair. These lists allow the FIS team to set the appropriate access parameters. Committee members will have view-only access. Committee chairs will have additional permissions in order to accomplish the specified tasks.

Upload window Sep 1st - Sep 13th: Cumulative results of annual evaluations and evidence of mentoring and support (upload in FIS)

Upload window Sep 1st - Sep 13th: 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 FIS)

Upload window Sep 1st - Sep 13th: Unit tenure and promotion criteria (upload in FIS)

Candidate Preparation:

Upload window Aug 15th – Aug 31st:

- 1) Complete, current CV (upload into FIS)
- 2) Self-evaluation, personal narrative (maximum 750 words, upload in FIS)
- 3) Supporting documentation required by department (upload into FIS)

Recommendation Deadlines:

Upload window Sep 14th - Oct 13th: Recommendation of unit review committee, including unit review committee vote: The unit review committee chair

Non-Tenured Faculty Promotion Schedule

uploads into FIS the unit review recommendation and any additional supporting documentation. The unit review committee chair also annotates the unit review committee vote.

Upload window Oct 14th - Nov 13th:

Recommendation of department chair: The department chair uploads into FIS their recommendation and any additional supporting documentation.

Upload window Nov 14th - Dec 13th:

Recommendation of college review committee, including college review committee vote: The college review committee chair uploads into FIS the college review recommendation and any additional supporting documentation. The college review committee chair also annotates the college review committee vote.

Upload window Dec 14th - Jan 13th:

Recommendation of dean: The dean uploads into FIS their recommendation and any additional supporting documentation.
