

PROMOTION AND TENURE PROCESS TIMELINE

(Deadlines are subject to change based on final UH Promotion and Tenure Process Timeline)

Promotion & Tenure College Representatives:

Associate Dean for Faculty and Staff (Dr. Mimi Lee) and Michelle Yates

TASK	TIMELINE
Annual Performance Review	Years 1 and 2
Mandatory Pre-Tenure Review (3 rd year review)	Year 3
Annual Performance Review	Years 4 and 5
Chair engages candidate in discussion of preparation for P&T review	Early Fall Semester of Year 5 prior to the mandatory P&T review year
Candidate begins to prepare dossier for external review and internal review	Early Spring Semester prior to the mandatory P&T review year
Requests for accelerated review of tenure and/or promotion with tenure must be made in writing to the department chair by April 23 and have the approval of the dean. Documentation that the request for such a non-mandatory, accelerated review has been approved by the dean should be forwarded to the Office of the Provost prior to May 1.	April 23 – May 1
<i>Administrative: P&T College representative submits electronic face sheets for promotion and tenure candidates</i>	June
Office of Provost provides University P&T Guidelines which are then distributed to deans and department chairs	June
P&T College Representative(s) provides university, college and department guidelines along with timelines to Faculty who will undergo review	Mid-June
Notification of candidate and chair access to electronic site to be provided by P&T College Representative(s) and/or Faculty Affairs	June
Candidate submits CV and representative works to Department Chair for Chair to provide to external reviewers	June 1
According to the procedures outlined in the University guidelines for identifying external reviewers, Chair identifies external reviewers, secures their agreement to participate in the external review and provides access to CV and representative works for candidate	June 5-12
External reviewers return their reviews	August 7- 14
Candidate completes and submits electronic dossier for on-campus reviews	August 20

Department Chair completes and submits electronic 1) external review packet, 2) appointment materials, and 3) relevant P&T guidelines	August 27
<i>Administrative: P&T College Representative(s) meets with Department Committee, Department Committee elects committee chair, and newly elected chair advises P&T College Representative(s) who will be serving as committee chair</i>	August 24 - August 31
<i>Administrative Task Period for P&T College Representative(s) and Faculty Affairs - Level Change</i>	August 31 – September 4
P&T College Representative(s) notify Department Committee of access to candidate dossier	September 4 – September 10
Department P&T Committee and Chair complete independent reviews; candidate has opportunity to respond at each step (includes opportunity for candidate to respond and reconsideration)	October 2
<i>Administrative: P&T College Representative(s) meets with College Committee, College Committee elects committee chair, and newly elected chair advises P&T College Representative(s) who will be serving as committee chair</i>	September 21- October 2
<i>Administrative Task Period for P&T College Representative(s) and Faculty Affairs - Level Change</i>	October 2–October 9
P&T College Representative(s) notify College P&T Committee of access to candidate dossier	October 9
College P&T Committee completes review and provides signed recommendations and any reconsideration materials to P&T College Representative(s); (includes opportunity for candidate to respond and reconsideration)	October 30
<i>Administrative Task Period for P&T College Representative(s) and Faculty Affairs - Level Change</i>	October 30 - November 6
Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before November 20)	November 20
<i>Administrative Task Period for P&T College Representative(s) and Dean - Finalize electronic dossier</i>	November 20 - November 27
Dean's submission due to the Provost, with notification to Faculty Affairs.	December 1
University P&T Committee organizational meeting	After last class day of Fall semester
University P&T Committee forwards recommendations to the Provost; candidate has opportunity to respond (e.g. reconsideration must occur before the end of February)	Spring Semester
Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g. reconsideration must occur before mid-April)	Spring Semester



Candidate notified of P&T decision by Chancellor/President	End of May
Promotion and Tenure decision becomes effective	September 1