

**COLLEGE OF HEALTH AND HUMAN PERFORMANCE  
Tenure, Permanent Status and Promotion Review  
Cycle for Academic Year 2017-2018**

**APRIL 21, 2017 – HHP T&P Workshop, 1:30 – 3:00 PM  
Room 235 FLG**

Target Deadline Complete/submit by date listed	Tasks	Responsible Party
Typically: March	UF Academic Affairs' Tenure & Promotion instructional memorandum must be distributed to all potential nominees for tenure and/or promotion.	Associate Dean for Faculty Affairs, Department Chair
Notice sent via email March 17, 2017	Distribution of announcement of Tenure & Promotion workshops by UF Academic Affairs Office to all CHHP faculty. All tenure-accruing faculty are strongly urged to attend. All faculty interested in submitting promotion packets are strongly urged to attend.	
June 1	Candidate notifies (in writing) Department Chair of intent to seek tenure and/or promotion and prepares Online Tenure and Promotion (OPT) dossier in accordance with UF and CHHP Guidelines. <sup>1</sup> Candidates should consult with Department Chair and may consult with the HR Manager in the Dean's Office, for assistance. Candidate must, in writing and in OPT system, either waive or not waive the right to view the letters of evaluation.  Department Chair, upon receipt of notification, ensures that Candidate has/receives all relevant Department, College and UF Tenure & Promotion materials. Department Chair solicits materials for external reviewers from Candidate, in accordance with Departmental guidelines.	Candidate  Department Chair
June 16	Department Chair prepares lists of scholars from whom to solicit external review letters for each candidate. Candidate submits a list of seven names to the Department Chair, who is responsible for choosing the individuals who will be requested to submit letters of evaluation. <i>Note: UF requires a minimum of 5 letters; all received must be included. At least half (3) of external letters must be from candidate's list.</i>	Department Chair (with input from candidate, department T & P Committee and Dean)
June 19 – August	Letters with candidate's materials sent to external scholars for review. Letter must state whether Candidate waives right to view the external letters. (Deadline to return letters - September 8)	Department Chair
August-September	Election of T & P Committee members completed by FAC and Associate Dean for Faculty Affairs	FAC Chair, Assoc. Dean for Faculty Affairs

Please note: Candidate must be available to respond to questions throughout the process (e-mail or phone)

<sup>1</sup> **Important: refer to UF T&P Guidelines 2017-18 < <http://www.aa.ufl.edu/tenure/> and CHHP T&P Operating Code for full description of each task to be completed. This calendar is intended for use as an easy reference for critical deadlines. It is not intended, nor should be used, to substitute for committee and administrative decisions related to these functions.**

<b>Target Deadline</b> Complete/submit no later than the date listed	<b>Tasks</b>	<b>Responsible Party</b>
September 8	Electronically submit T & P dossier to OPT system. The candidate shall certify in the OPT system that their packet is complete and ready for review. NOTE: It is the faculty member's responsibility to see that the packet is complete.	Candidate
September 12	All external review letters received are inserted into candidate's OPT dossier. <i>Note: UF requires a minimum of 5 letters.</i>	Department Chair
September 21 - October 12  October 16	Department T & P Committee reviews and meets to discuss all Tenure and/or Promotion candidates' dossiers submitted.  Vote on Department candidates completed & uploaded into OPT system.	Chair, Dept. T & P Committee
October 25	Department Chair Letter of evaluation and the vote section of the candidate's dossier must be completed. A copy of the letter and form with the departmental vote is uploaded into the OPT system. The candidate has 10 days thereafter to submit a written response if s/he chooses to do so by uploading the response in the OPT system. The packet will not advance to the next step until the candidate either submits a response, indicates in the system that s/he will not respond, or 10 days have passed, whichever is first.	Department Chair, Candidate
November 6	Department candidates' dossiers, in the OPT system, are available for College T & P Committee review.	College T & P Committee
November 7- November 22  November 22  November 22	College T & P Committee reviews, meets to discuss, and prepares individual assessments for all submitted candidate dossiers.  College T&P Committee submits assessment to the Dean.  College T&P Committee assessment is uploaded into OPT system.	Chair, HHP T & P Committee, Associate Dean for Faculty Affairs, Dean
December 13	Dean's Letter of evaluation uploaded into the on-line system. Department Chair receives a copy. The candidate has 10 days to submit a written response if s/he chooses to do so by uploading the response in the OPT system. Any such response shall become part of the packet. The packet will not advance to the next step until the candidate either submits a response, indicates in the system that s/he will not respond, or 10 days have passed, whichever is first.	Candidate, Dean