

**2020-2021 SCHEDULE FOR PROMOTION AND TENURE PROCESS**

1. August 2020: UTHSC Chief Academic Officer (the Vice Chancellor for Academic, Faculty & Student Affairs) prepares and emails promotion and tenure instructions to Deans, Department Chairs and Directors.
  2. August/September 2020: Departments initiate a defined process for reviewing each faculty member to be considered for promotion\* and/or tenure. The process is established by each department in accord with the provisions of the UTHSC Faculty Handbook and University policies; each faculty member should be advised, in writing, that he or she is being evaluated and should be given an opportunity to submit information pertaining to the review of performance and future promise.
  3. November 2020 - January 2021: Department chairs and directors prepare recommendations for promotion and awarding of tenure and forward them to the Dean. The due date for receipt of these recommendations will be made at the discretion of each college dean.
  4. **By January 8, 2021: Deans should notify the Chief Academic Officer of all candidates being considered for early tenure or early promotion.**
  5. **No later than the end of February 2021: Deans should forward to the UTHSC Chief Academic Officer any negative or controversial recommendations (forward earlier if possible), as extra time may be required for reviews at higher levels or for appeal by the faculty member.**
  6. No later than March 8, 2021: Departments should review budgets and their needs for non-tenure track faculty and submit a list of faculty members who may be recommended for nonrenewal to the Chief Academic Officer, 400 Hyman.
  7. **No later than March 10, 2021: Deans review the positive or noncontroversial recommendations for promotion and tenure and forward their final recommendations to the UTHSC Chief Academic Officer, 400 Hyman Building.**
  8. By April 15, 2021: The Chief Academic Officer reviews recommendations and prepares a consolidated report for the Chancellor.
  9. Before May 20, 2021: The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to Knoxville. Dates may be adjusted by UT System.
    - a. April 30, 2021: Early and Expedited Tenure Dossiers to UT System (based on last year's calendar)
    - b. May 7, 2021: Voting Spreadsheets to UT System (based on last year's calendar)
    - c. May 14, 2021: Split Decisions Files to UT System (based on last year's calendar)
  10. June 2021: The President acts only on the Chancellor's positive recommendation for tenure. If the President concurs in the positive recommendation, he or she shall grant tenure if he or she is authorized to do so, and the Chancellor shall give the faculty member written notice of the effective date of tenure. If only the Board is authorized to grant tenure, the President shall submit the recommendation to grant tenure, and summary explanation for the recommendation, to the Board. The President reviews, acts on the list of promotions, and informs the UT Board of Trustees.
  11. June 2021: The UT Board of Trustees acts on tenure recommendations that only the Board is authorized to grant at its June meeting. The Board is informed of the tenure and promotion recommendations that were approved by the President's office.
  12. July 1, 2021, or soon thereafter, the Chancellor notifies faculty members of action taken by the President and by the UT Board of Trustees regarding approved promotions and awards of tenure.
- \* **Important instructions, forms, and documentation for the promotion and tenure processes are located on the Chief Academic Officer's website: <https://uthsc.edu/afsa/faculty-affairs/faculty-resources.php>**
- \* **This schedule applies to promotions for all faculty appointments including tenure, tenure track, non-tenure track (clinician educator, research, limited duration), part-time non-tenure track, primarily administrative, affiliated, and volunteer categories.**

**SCHEDULE FOR ANNUAL FACULTY EVALUATION  
(Annual Performance and Planning Review: APPR)**

**Reviewing Performance in Calendar Year 2020  
Planning for Goals and Assignments in Calendar Year 2021**

**By July 1, 2020:** Reappointment letters confirming appointment for the July 1, 2020 to June 30, 2021 academic year sent to all faculty members who are required to receive them. This includes faculty members who are on non-tenure track or tenure-track. Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2021) for any non-tenure track faculty member who receives a Needs Improvement for Rank or Unsatisfactory for Rank rating on the APPR, the Department Chair shall contact the Chief Academic Officer.

**No later than December 31, 2020:** Faculty member has entered required information for the 2020 calendar year into Digital Measures, to include goals and assignments set during the most recent annual review (effective during January 1, 2020 to December 31, 2020) and proposed goals for the 2021 calendar year (January 1, 2021 to December 31, 2021).

**January 2, 2021 through March 31, 2021:** Faculty member must meet with the Department Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than March 31, 2021).

**By April 1, 2021:** Upon completion of the review process and no later than April 1, 2021, the Department Chair or responsible supervisor shall use Form 4 and certify to the Chief Academic Officer that all faculty members in the department have been reviewed.

**COMBINED CALENDAR for Tenure, Promotion and Annual Faculty Evaluation**

Promotion &/or Tenure	Annual Evaluation	Activity
	July 1, 2020	Reappointment letters confirming appointment for the July 1, 2020 to June 30, 2021 academic year sent to all faculty members who are required to receive them. This includes faculty members who are on non-tenure track or tenure-track. Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2021) for any non-tenure track faculty member who receives a Needs Improvement for Rank or Unsatisfactory for Rank rating on the APPR, the Department Chair shall contact the Chief Academic Officer (Faculty Handbook, Section 5.3.4).
August 2020		UTHSC Chief Academic Officer (the Vice Chancellor for Academic, Faculty & Student Affairs) prepares and emails promotion and tenure instructions to Deans, Department Chairs and Directors.
August & September 2020		Departments initiate a defined process for reviewing each faculty member to be considered for promotion* and/or tenure. The process is established by each department in accord with the provisions of the UTHSC Faculty Handbook and University policies; each faculty member should be advised, in writing, that he or she is being evaluated and should be given an opportunity to submit information pertaining to the review of performance and future promise.
November 2020 to January 2021		Department chairs and directors prepare recommendations for promotion and awarding of tenure and forward them to the Dean. The due date for receipt of these recommendations will be made at the discretion of each college dean.
	No later than December 31, 2020	Faculty member has entered required information for the 2020 calendar year into Digital Measures, to include goals and assignments set during the most recent annual review (effective during January 1, 2020 to December 31, 2020) and proposed goals for the 2021 calendar year (January 1, 2021 to December 31, 2021).
	January 2, 2021 through March 31, 2021	Faculty member must meet with the Department Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than March 31, 2021).
<b>By January 8, 2021</b>		<b>Deans should notify the Chief Academic Officer of all candidates being considered for early tenure or early promotion.</b>
<b>No later than the end of February 2021</b>		<b>Deans should forward to the UTHSC Chief Academic Officer any negative or controversial recommendations (forward earlier if possible), as extra time may be required for reviews at higher levels or for appeal by the faculty member.</b>
No later than March 8, 2021		Departments should review budgets and their needs for non-tenure track faculty and submit a list of faculty members who may be recommended for nonrenewal to the Chief Academic Officer, 400 Hyman.
<b>No later than March 10, 2021</b>		<b>Deans review the positive or noncontroversial recommendations for promotion and tenure and forward their final recommendations to the UTHSC Chief Academic Officer, 400 Hyman Building.</b>
	By April 1, 2021	Upon completion of the review process and no later than April 1, 2021, the Department Chair or responsible supervisor shall use Form 4 and certify to the Chief Academic Officer that all faculty members in the department have been reviewed.
By April 15, 2021		The Chief Academic Officer reviews recommendations and prepares a consolidated report for the Chancellor.

Promotion &/or Tenure	Annual Evaluation	Activity
Before May 20, 2021		13. The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to Knoxville. Dates may be adjusted by UT System. a. April 30, 2021: Early and Expedited Tenure Dossiers to UT System (based on last year’s calendar) b. May 7, 2021: Voting Spreadsheets to UT System (based on last year’s calendar) c. May 14, 2021: Split Decisions Files to UT System (based on last year’s calendar)
June 2021		The President acts only on the Chancellor’s positive recommendation for tenure. If the President concurs in the positive recommendation, he or she shall grant tenure if he or she is authorized to do so, and the Chancellor shall give the faculty member written notice of the effective date of tenure. If only the Board is authorized to grant tenure, the President shall submit the recommendation to grant tenure, and summary explanation for the recommendation, to the Board. The President reviews, acts on the list of promotions, and informs the UT Board of Trustees.
June 2021		The UT Board of Trustees acts on tenure recommendations that only the Board is authorized to grant at its June meeting. The Board is informed of the tenure and promotion recommendations that were approved by the President’s office.
July 1, 2021, or soon thereafter		Once notified by UT System, the Chancellor notifies faculty members of action taken by the President and by the UT Board of Trustees regarding approved promotions and awards of tenure.
	July 1, 2021	Reappointment letters confirming appointment for the July 1, 2020 to June 30, 2021 academic year sent to all faculty members who are required to receive them. This includes faculty members who are on non-tenure track or tenure-track. Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2021) for any non-tenure track faculty member who receives a Needs Improvement for Rank or Unsatisfactory for Rank rating on the APPR, the Department Chair shall contact the Chief Academic Officer (Faculty Handbook, Section 5.3.4).

NOTES:

1. Important instructions, forms, and documentation for the promotion, tenure, and annual review processes are located on the Chief Academic Officer’s website: <https://uthsc.edu/afsa/faculty-affairs/faculty-resources.php>
2. This schedule applies to promotions for all faculty appointments including tenure, tenure track, non-tenure track (clinician educator, research, limited duration), part-time non-tenure track, primarily administrative, affiliated, and volunteer categories.
3. Should Post-Tenure Review (PTR) be required in calendar year 2021, the schedule of activities for that process will be posted.