2019-2020 SCHEDULE FOR PROMOTION AND TENURE PROCESS

1. **September/October 2019**: 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. **October 2019**: 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 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 2019 - January 2020**: Departmental 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 6, 2020**: 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 2020**: 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 9, 2020**: 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 UTHSC Chief Academic Officer, 400 Hyman.

7. **No later than March 9, 2020**: Deans reviews 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 1, 2020**: The UTHSC Chief Academic Officer reviews recommendations and prepares a consolidated report for the Chancellor. Dates based on the 2019 calendar and may be subject to change by UT System.
   a. April 16, 2020: Names of Expedited and Early Tenure Recommendations to UT System
   b. April 24, 2020: Early & Tenure Upon Hire Materials to UT System

9. **Before May 2020**: The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to Knoxville.
   a. May 1, 2020: Voting Spreadsheets to UT System (based on last year’s calendar)
   b. May 8, 2020: Split Decisions Files to UT System (based on last year’s calendar)

10. **June 2020**: 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 2020**: 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, 2020, 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](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
For the 2019-2020 Academic Year

Important Points related to the time frame for this special 18-month review cycle:

1. In 2018, UTHSC was approved to have a one-time 18-month Annual Performance and Planning Review cycle, instead of the traditional 12-months, to support the transition to a calendar year annual review cycle.
2. Therefore, the review period for the 2019-2020 academic year represents an 18-month period (July 1, 2018 through December 31, 2019).
3. While some faculty members received a mid-calendar year review of progress in the late spring/summer of 2019, that progress review was not the annual review that is required for each faculty member every year.

No later than January 2, 2020: Faculty member has entered required information for the 2018 and 2019 calendar years into Digital Measures, to include goals and assignments set during the most recent annual review (effective during July 1, 2018 to December 31, 2019) and proposed goals and assignments for the 2020 calendar year (January 1, 2020 to December 31, 2010).

January 2, 2020 through March 31, 2020: Faculty member must meet with the Department Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than March 31, 2020).

By April 1, 2020: Upon completion of the review process and no later than April 1, 2020, the Department Chair shall certify to the UTHSC Chief Academic Officer that all faculty members in the department have been reviewed.

Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2020) 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 UTHSC Chief Academic Officer.