

2023-2024 SCHEDULE FOR PROMOTION AND TENURE PROCESS

August 2023: UTHSC Chief Academic Officer (CAO), also known as the Vice Chancellor for Academic, Faculty & Student Affairs, prepares and emails promotion and tenure instructions to Deans, Department Chairs and Directors.

August/September 2023: 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 2023 - January 2024: 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 January 5, 2024: Deans should notify the CAO of all candidates being considered for early tenure or early promotion.

No later than the end of February 2024 Deans should forward to the CAO 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.

No later than March 1, 2024: 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 CAO, 400 Hyman.

No later than March 4, 2024: Deans review the positive or noncontroversial recommendations for promotion and tenure and forward their final recommendations to the CAO, 400 Hyman Building.

No later than April 12, 2024: The CAO reviews recommendations and prepares a consolidated report for the Chancellor.

Before April 25, 2024: The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to UT System. Dates may be adjusted by UT System.

- April 25, 2024: Early and Expedited Tenure Dossiers to UT System (based on the 2023 calendar)
- April 25, 2024: Voting Spreadsheets to UT System (based on the 2023 calendar)
- May 2, 2024: Split Decisions Files to UT System (based on the 2023 calendar)

June 2024: 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 2024: 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, 2024, 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 UTHSC CAO'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 2023
Planning for Goals and Assignments in Calendar Year 2024**

No later than July 1, 2023: Reappointment letters confirming appointment for the July 1, 2023 to June 30, 2024 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, 2023) for any non-tenure track faculty member who receives a rating of Needs Improvement for Rank or Unsatisfactory for Rank on the APPR, the Department Chair shall contact the UTHSC Chief Academic Officer (CAO). An Annual Review Improvement Plan or Enhanced Post-Tenure Performance Review is required for all faculty members who receive negative ratings and who receive reappointment. See pp. 101-102 of the August 2018 UTHSC Faculty Handbook for specifics (<https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf>).

Beginning December 1, 2023 : Faculty member enters required information for the 2023 calendar year into Digital Measures, to include goals and assignments set during the most recent annual review (effective during January 1, 2023 to December 31, 2023) and proposed goals for the 2024 calendar year (January 1, 2024 to December 31, 2024). Specific faculty submission deadlines are set by each college.

January 2, 2024 through March 15, 2024 Faculty member must meet with the Department Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than March 15, 2024).

No later than March 31, 2024 Upon completion of the review process and no later than March 31, 2024, the annual review workflow in Digital Measures must be complete.

Continue to following page for the 2023-2024 Schedule for Post-Tenure Review.

2023-2024 SCHEDULE FOR POST-TENURE REVIEW (PTR)

No later than July 1, 2023: Written notice from the UTHSC Chief Academic Officer (CAO) that the faculty member is required to have a PTR.

No later than August 12, 2023: PTR Committee is appointed by the CAO.

No later than August 19, 2023: CAO provides instructions, guidelines, template for report, and best practices to the PTR Committee.

No later than August 26, 2023: PTR Committee receives access to all required materials supplied by division chief (if relevant), department chair, and faculty member, and determines if external reviews are needed.

No later than October 7, 2023: PTR Committee Report is prepared and submitted to the CAO. If a dissenting member of the committee chooses to provide a dissenting explanation, that explanation must be included. The CAO distributes the PTR Committee Report for review by the faculty member, division chief (if relevant), department chair, and dean.

No later than October 21, 2023: If desired, faculty member, division chief (if relevant), department chair, and dean submit written responses about the PTR Committee Report to the CAO.

No later than November 4, 2023: The CAO reviews timely responses to the report and makes an independent evaluation.

No later than November 18, 2023: The CAO submits to the Chancellor the PTR Committee's report, all timely responses, and any additional conclusions and recommendations based on the CAO's independent evaluation.

No later than December 2, 2023: Chancellor indicates whether or not he or she concurs in the CAO's determination.

January 1, 2024: Within 30 days of the receipt of the PTR Committee report, the faculty member may appeal any conclusion with which he or she disagrees.

**COMBINED FACULTY EVALUATION CALENDAR for
Tenure, Promotion, Annual Performance and Planning Review, and Post-Tenure Review**

Promotion &/or Tenure	Annual Evaluation	Post Tenure Review	Activity
	July 1, 2023		Reappointment letters confirming appointment for the July 1, 2023 to June 30, 2024 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, 2023) 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 (CAO) (Faculty Handbook, Section 5.3.4). An Annual Review Improvement Plan or Enhanced Post-Tenure Performance Review is required for all faculty members who receive negative ratings and who receives reappointment. See pp. 101-102 of the August 2018 UTHSC Faculty Handbook for specifics (https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf).
		July 1, 2023	Written notice from the CAO that the faculty member is required to have a PTR – normally will occur by July 1
		July 31, 2023	Selected faculty members and department chairs/division chiefs nominate PTR committee members.
August 2023			The CAO prepares and emails promotion and tenure instructions to Deans, Department Chairs and Directors.
August & September 2023			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.
		August 12, 2023	The CAO appoints committee members for the PTR Committee.
		August 19, 2023	The CAO provides instructions, guidelines, template for report, and best practices to the PTR Committee.
		No later than August 26, 2023	PTR Committee receives all required materials from division chief (if relevant), department chair, from faculty member, and determines if external reviews are needed.
		October 7, 2023	PTR Committee report is submitted to the CAO with the dissenting explanation if a dissenting member chooses to provide one. The CAO distributes the report for review by the faculty member, division chief (if relevant), department chair, and dean.
		October 21, 2023	Faculty member, division chief (if relevant), department chair, and dean submit written responses to the CAO.

Promotion &/or Tenure	Annual Evaluation	Post Tenure Review	Activity
November 2023 to January 2024			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.
		November 4, 2023	CAO reviews timely responses to the report and makes an independent evaluation.
		November 18, 2023	CAO submits to the Chancellor the committee’s report, all timely responses, and any additional conclusions and recommendations based on the CAO’s independent evaluation.
		December 2, 2023	Chancellor indicates whether or not he or she concurs in the CAO’s determination.
	Beginning December 1, 2023		Faculty member enters required information for the 2023 calendar year into Digital Measures, to include goals and assignments set during the most recent annual review (effective during January 1, 2023 to December 31, 2023)and proposed goals for the 2024 calendar year (January 1, 2024 to December 31, 2024). Specific faculty submission deadlines are set by each college.
		January 1, 2024	Within 30 days of the receipt of the PTR Committee report, the faculty member may appeal any conclusion with which he or she disagrees.
	January 2, 2024 Through March 15, 2024		Faculty member must meet with the Department Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than March 15, 2024).
By January 6, 2024			Deans should notify the CAO of all candidates being considered for early tenure or early promotion.
No later than the end of February 2024			Deans should forward to the CAO 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.
No later than March 1, 2024			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 CAO, 400 Hyman.
No later than March 4, 2024			Deans review the positive or noncontroversial recommendations for promotion and tenure and forward their final recommendations to the UTHSC CAO, 400 Hyman Building.
	By March 31, 2024		Upon completion of the review process and no later than March 31, 2024, the annual review workflow in Digital Measures must be complete.
By April 12, 2024			The CAO reviews recommendations and prepares a consolidated report for the Chancellor.

Promotion &/or Tenure	Annual Evaluation	Post Tenure Review	Activity
Before April 25, 2024			<p>The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to UT System. Dates may be adjusted by UT System.</p> <ul style="list-style-type: none"> • April 25, 2024: Early and Expedited Tenure Dossiers to UT System • April 25, 2024: Voting Spreadsheets to UT System • May 2, 2024: Split Decisions Files to UT System
June 2024			<p>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.</p>
June 2024			<p>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.</p>
July 1, 2024, or soon thereafter			<p>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.</p>
	July 1, 2024		<p>Reappointment letters confirming appointment for the July 1, 2024 to June 30, 2025 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, 2024) 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 CAO (Faculty Handbook, Section 5.3.4). An Annual Review Improvement Plan or Enhanced Post-Tenure Performance Review is required for all faculty members who receive negative ratings and who receives reappointment. See pp. 101-102 of the August 2018 UTHSC Faculty Handbook for specifics (https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf).</p>
		July 1, 2024	<p>Written notice from the CAO that the faculty member is required to have a PTR – normally will occur by July 1</p>

NOTES:

1. Important instructions, forms, and documentation for the promotion, tenure, and annual review processes are located on the CAO’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. If the PTR Committee concludes that the faculty member has not satisfied the expectations for the faculty member’s discipline and rank, a PTR improvement plan must be developed using the procedures used for development of an EPPR improvement plan which will require additional time.