**UTHSC COLLEGE OF MEDICINE**

**SCHEDULE FOR PROMOTION AND TENURE PROCESS**

1. September – October: Departments initiate a defined process for reviewing each faculty member from standpoint of promotion\* and/or tenure. 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. Department Promotion and Tenure Committees meet to review the dossier and record a formal vote on the recommendation for promotion and tenure decisions.
2. November: Departmental chairs and directors prepare recommendations for promotion and awarding of tenure.
3. **DECEMBER 1:** ALL Memphis COM Promotion and Tenure paperwork is due in the Office of Faculty Affairs to SharePoint site below
* Scan each P&T packet per candidate and place into SharePoint site below in the Department Folder – <https://liveutk.sharepoint.com/sites/COMDepartmentFoldersforPT/SitePages/CollabHome.aspx>
1. January – February: Memphis campus COM Promotion and Tenure Committee meets for the purpose of providing recommendations to the Executive Dean. Knoxville and Chattanooga campuses must have their recommendations / paperwork to the Memphis campus by March 1st. The Executive Dean then reviews the recommendations for promotion and tenure and forwards the final recommendations to the Office of the Vice Chancellor for Academic, Faculty and Student Affairs, before March 15th
2. The Office of the Vice Chancellor for Academic, Faculty and Student Affairs reviews recommendations and prepares a consolidated report for the Chancellor by April 1.
3. The consolidated recommendations approved by the Chancellor are forwarded to Knoxville before May 1.
4. The President reviews and prepares recommendations for the UT Board of Trustees.
5. The UT Board of Trustees acts on these recommendations at their meeting in June.
6. July 1 or soon thereafter, the Chancellor notifies faculty members of action taken by the President and the UT Board of Trustees regarding approved promotions and awards of tenure.

\*This schedule applies to all faculty promotions including full-time, part-time, limited term, primary appointment non-faculty, affiliated and volunteer categories.