

TENURE AND PROMOTION TIMELINE

2019 – 2020

Spring, 2019	Potential candidates meet with Department Chair to determine readiness for promotion
March 22, 2019	Department Administrators' Meeting (2:00 pm, Shands North Tower, Room 6120)
June 14, 2019	List of nominees from departments due in College Office of Faculty Affairs and Professional Development (email Hamleen@ufl.edu)
June 14, 2019	Chairs send out letters to Reviewers (<i>note template and instructions</i>), includes candidate's preliminary packet
July-August 2019	Candidate's packet reviewed by Departmental Administrator for formatting
August 2, 2019	Deadline to submit candidate's packet (minus letters) to OFAPD for formatting review
August 2, 2019	Reviewers' letters received by Chair
August 2019	Department Administrator reviews packet before faculty member certifies as final
August 23, 2019	Faculty member certifies packet as final
September 27, 2019	Department deadline for completion of Departmental process <ul style="list-style-type: none">• Departmental assessment by eligible faculty• Chair completes his/her letter• Implement 10 Day Rule) [The chair/director must provide candidates with a copy of her/his letter by uploading the letter 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.]
September 27, 2019	Completed packets certified by Departmental Administrator, due online for access by College Office of Faculty Affairs
October - November, 2019	Tenure Track Committee Meetings Mission Track Committee Meetings
December, 2019	College Committee Assessments to Candidates and Department Chairs
January 3, 2020	Dean's Letter to Candidates and Department Chairs [The candidate has 10 days to request a meeting with the dean or to submit a written response by uploading it into the OPT system. Any such response shall become part of the packet.]
January, 2020	Packets due online for review in UF Office of Academic Affairs, Tigert Hall
March-May, 2020	Academic Personnel Board reviews all packets
June, 2020	President of the University notifies Deans of his decision on nominees
July, 2020	Board of Trustees notifies Deans of decision on tenure