

**TENURE AND
PROMOTION TIMELINE
2024 – 2025**

Spring, 2024	Potential candidates meet with Department Chair to determine readiness for promotion
April 2024	Provost Department Administrators' Zoom Meeting
June 7, 2024	List of nominees form due from departments (https://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/college-of-medicine-tenure-and-promotion-nominee-form/)
June 21, 2024	Chairs send out letters to Reviewers (<i>note template and instructions</i>), includes candidate's preliminary packet
July-August 2024	Candidate's packet reviewed by Departmental Administrator for formatting
August 2, 2024	Deadline to submit candidate's packet (minus letters) to hamleen@ul.edu for formatting review
August 16, 2024	Reviewers' letters received by Chair
August 2024	Department Administrator reviews packet before faculty member certifies as final
August 31, 2024	Faculty member certifies packet as final
September 16, 2024	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 30, 2024	Completed packets certified by Departmental Administrator, due online for access by College Office of Faculty Affairs
October - November, 2024	Tenure Track Committee Meetings Mission Track Committee Meetings
December, 2024	College Committee Assessments to Candidates and Department Chairs
January 2025	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 15, 2025	Packets due online for review in UF Office of Academic Affairs, Tigert Hall
March-May, 2025	Academic Personnel Board reviews all packets
June, 2025	President of the University notifies Deans of his decision on nominees
July, 2025	Board of Trustees notifies Deans of decision on tenure