TENURE AND/OR PROMOTION AND MID-TENURE APPLICANTS
2010-11 SCHEDULE

Candidates for TENURE AND/OR PROMOTION must prepare THE ORIGINAL AND TWO COPIES of the application, the original will be sent to the Provost’s Office, one copy is archived in the College Dean’s Office, and one copy will be returned to the applicant.

Candidates for MID-TENURE REVIEW must prepare THE ORIGINAL AND ONE COPY of the application, the original will be archived in the College Dean’s office and the copy will be returned to the applicant.

TENURE AND/OR PROMOTION SCHEDULE

January, 2010
List of eligible applicants for Tenure and Promotion and Mid-Tenure Review sent to Directors. Faculty solicited within the units for promotion candidacy.

March 3, 2010
Tenure, Promotion, and Mid-Tenure Applicants meet with the Senior Vice Provost, Deans and Directors to discuss tenure and promotion application procedures, policies, and schedule.

April 9, 2010
For Tenure and Promotion only - By this date, CoTA requests that the applicant submit through their Director to the Dean and Associate Dean, a list of nine (minimum) proposed external reviewers developed by the applicant and Director (use the “External Peer Review Nomination Form” posted to the CoTA Faculty T&P site).

Please note the information below regarding the selection process, provided from the 2009-10 Tenure and Promotion application.

VII. EXTERNAL REVIEWS OF RESEARCH AND CREATIVE ACTIVITY
(Not applicable to mid-probationary reviews)

NOTE: Letters from faculty, staff and/or administrators, who are employees of the University of South Florida, are not considered to be “external reviewers” and will not be considered in evaluating the applicant.

See Guidelines for Tenure and Promotion

External reviewers should be selected so as to minimize the possibility of conflicts of interest; actual, potential, or apparent. Generally, outside reviewers should not be selected from among those with whom the candidate has had familial, or close personal relationships, who have been current or past colleagues, major professors, co-authors, etc. Reviewers should be highly regarded and recognized scholars in the candidate’s field and able to evaluate the quality, productivity, and significance of his/her research/scholarly/creative activity.

Candidates should recommend at least five reviewers to their department chair or equivalent academic officer. Recommendations should be accompanied by brief statements supporting the choices and stating any current or previous relationship. The statements should include brief bios of the proposed reviewers including their academic credentials, most recent academic appointments, and a summary of their research and creative activities, publications and/or grants. If reviewers have had significant previous contact with the candidate are recommended, reasons for that choice should be presented in sufficient detail to facilitate a reasonable and fair decision about the approval of the reviewer. The chair, in consultation with the dean, will select a minimum of three (but not exceeding six).
from whom reviews will be solicited. In choosing reviewers it is recommended the chair seek the counsel of the department promotion and tenure committee. **All contact with reviewers should be by the department chair/director/dean or dean’s designee only.**

In the event the chair believes additional recommendations are desirable or necessary, then (1) the candidate should be requested to make supplementary recommendations, and (2) the chair may suggest additional reviewers to the candidate. Ordinarily this process should result in a list of reviewers acceptable to the candidate and to the chair. Should agreements not be reached in this fashion, the candidate will select two preferred reviewers and the chair will select two. A minimum of three (3) external letters, but not exceeding six (6), is required.

The final list of reviewers, however it is reached, will be submitted to the dean of the college for review and acceptance.

The candidate will provide copies of a current vita and other materials he/she chooses as appropriate for an external review of research/scholarly/creative activity. The chair will forward these materials with an invitation to the reviewers. The process should be scheduled to ensure adequate time for the reviews to be returned and be considered by the departmental and college committee. An illustrative letter of invitation follows.

**For Tenure and/or Promotion only – Following the submission of nominated external reviewers, the Dean will review and identify the approved list of reviewers.** If the list does not provide a sufficient number of approved reviewers the applicant and Director will add additional names until a sufficient number of external reviewers are approved. It is highly recommended that there be at least six approved external reviewers with an understanding that an absolute minimum of three external review narratives are required for the application.

**April 30, 2010**

**For Tenure and/or Promotion only –** Target date for the selection of the approved external reviewer list and the date by which the applicant and unit Director agree upon a schedule for mailing the review materials to the external reviewers, considering a July 30 deadline. Once the final list has been approved by the Dean, the Director may begin contacting nominees requesting their participation (minimum of 3 and maximum of 6). If less than three are available then the Dean and Director will return to the list of nominees for other potential reviewers. If necessary, additional names will be added as needed to help insure a minimum of 3 and maximum of 6 participating external reviewers.

**Please note:**
- All contact with the reviewers is to be done by the unit Director. (Typically the Director will contact the approved external reviewer by e-mail or phone in advance to verify availability and willingness to serve prior to sending the formal letter and application materials)
- A minimum of 3 and a maximum of 6 external review letters are required by for the application.
- All external reviews solicited and received must be placed in the candidate’s formal application upon receipt.

The packet of materials sent by the Director to the external reviewers will include:
- the approved CoTA invitation to serve as an External Reviewer letter
- applicable statements from the University Guidelines
- Unit Tenure and Promotion examples document pertaining to research
- other applicable materials
- applicant’s CV
- support materials/documentation provided by the applicant

The letter template and University/Unit documents are provided on the CoTA Faculty T&P website. The Applicant will provide the Director with a sufficient number of CVs and support materials/documentation for the selected reviewers.
July – August 2010
2007-08 Tenure and Promotion Application, for all applicants including Mid-Tenure is made available by the University.

August 2, 2010
For Tenure and/or Promotion only – By this date, the selected external reviewers have been contacted and letters and materials have been sent to those who have agreed to serve as external reviewers.

September 2010
First College T & P Committee organizational meeting.

September 3, 2010
For Tenure and/or Promotion only - By this date the Tenure and/or Promotion application and supplemental materials are to be submitted by the applicant to the Unit Director for Unit Review by the Director, appropriate Faculty, and Unit Tenure and Promotion Committee.

It is anticipated that by this date the external reviews will have been completed with responses placed in the application by the unit Director and/or designated staff.

Please note: All external reviews solicited and received must be placed in the candidate’s formal application upon receipt.

October 1, 2010
For Tenure and/or Promotion only - By this date the application and supplemental materials are submitted to the College Office by the Director for College Committee Review. Unit Director, appropriate Faculty, and Unit Tenure and Promotion Committee will have completed the review process providing the votes, ratings, and signatures as applicable and inserted the written evaluation narrative in the application. Unit Directors may establish a unit schedule providing for the governance process as determined by the unit.

November 19, 2010
For Tenure and/or Promotion only - By this date the College Tenure and Promotion Committee will have completed the review process providing the votes, ratings, and signatures as applicable and inserted the written evaluation narrative in the application.

January 3, 2011
For Tenure and/or Promotion only - By this date the Dean will have completed the review process providing vote, ratings, and signature as applicable and inserted the written evaluation narrative in the application.

January 6, 2011
For Tenure and/or Promotion only - By this date the Applicant reviews, signs, and adds any statements to the application on the “Statement of Review by Candidate Prior to Consideration by the Provost” on the applicable Tenure and/or Promotion pages.

January 10, 2011
For Tenure and/or Promotion only - By this date the Associate Dean verifies all documentation as complete and submits CoTA Tenure and Promotion applications to the Provost’s Office.

See Provost’s Website for schedule
For Tenure and/or Promotion only - Provost’s Office action, BOT vote, and letters sent to applicants.
MID-TENURE REVIEW SCHEDULE

**October 1, 2010**
*For Mid-Tenure Review* - By this date the mid-tenure review application and supplemental materials are to be submitted to the unit Director for unit review by the Director, appropriate faculty, and unit Tenure and Promotion Committee.

**September - October, 2009**
*For Mid-Tenure Review* – During this period mid-tenure faculty presentations will be scheduled.

**October 29, 2010**
*For Mid-Tenure Review* - By this date the Mid-Tenure Review Application and supplemental materials are submitted by the Director to the College Office for College T&P Committee Review. Unit Director, appropriate Faculty, and Unit Tenure and Promotion Committee will have completed the Mid-Tenure review process providing the ratings and signatures as applicable and inserted the written evaluation narrative in the application. Unit Directors may establish an internal unit schedule allowing for the governance process as determined by each unit.

**December 3, 2010**
*For Mid-Tenure Review* - By this date the College Tenure and Promotion Committee will have completed the mid-tenure review process providing the ratings and signatures as applicable and inserted the written evaluation narrative in the application.

**January, 2011**
*For Mid-Tenure Review* - The Dean will complete the Mid-Tenure review process providing the ratings and signature as applicable and inserted the written evaluation narrative in the application.

**February – March, 2011**
*For Mid-Tenure Review* - A review session will be scheduled with each mid-tenure applicant to meet with the unit Director, Dean, and Associate Dean.