DIVISION OF ACADEMIC AFFAIRS
2015-2016 TENURE AND PROMOTION CALENDAR

October 16, 2015  Department chair notifies in writing each faculty member who is scheduled to be considered for tenure during the current academic year or who has met the normal time-in-rank guidelines for initial promotion consideration. (Department chair references herein also refer to dean or director, as appropriate.)

November 20, 2015  Faculty member applying for tenure and/or promotion notifies department chair of his or her intentions.

December 11, 2015  Department chair supervises formation of tenure and/or promotion committee.

January 8, 2016  Faculty member seeking tenure and/or promotion submits dossier to department chair.

January 15, 2016  Deans meet with all college departmental tenure and promotion committees.

January 22, 2016  Chair of tenure/promotion committee notifies candidate in writing of his/her right to (1) appear before the committee and (2) inspect all of the personnel files and materials to be considered by the committee.

February 12, 2016  Departmental committee submits tenure and/or promotion recommendation to department chair. Candidate is notified in writing of the committee’s recommendation by committee chair; in the event of a negative recommendation, the committee chair also includes a copy of the explanation provided to the department chair. A copy of this communication shall be simultaneously forwarded to the vice chancellor for Academic Affairs (VCAA).

February 26, 2016  Department chair submits tenure and/or promotion recommendation to dean. Department chair notifies candidate in writing of his/her recommendation; in the event of a negative recommendation, the department chair also includes a copy of the explanation provided to the dean. A copy of this communication shall be simultaneously forwarded to the VCAA.

March 18, 2016  Dean or director submits tenure and/or promotion recommendation to VCAA. Dean notifies candidate in writing of his/her recommendation; in the event of a negative recommendation, the dean also includes a copy of the explanation provided to the VCAA. A copy of this communication shall be simultaneously forwarded to the VCAA.

April 15, 2016  VCAA submits tenure and/or promotion recommendation to chancellor. VCAA notifies candidate in writing of his/her recommendation; in the event of a negative recommendation, the VCAA also includes a copy of any explanation provided to the chancellor.

May 9, 2016  Chancellor submits positive recommendations for tenure and promotion to UT System for June Board of Trustees meeting. Applicants are notified of negative decisions.

NOTE: This calendar is intended to provide a helpful guide for the timely progression of recommendations and should be followed insofar as it is practicable. Line administrators who choose to “share” some of their time with subordinate levels of review may do so, however, as long as candidates are not disadvantaged. UT System deadlines are tentative and subject to change.