TENURE AND/OR PROMOTION AND MID-TENURE APPLICANTS
2017-18 SCHEDULE and College of The Arts Procedures

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, 2017
List of eligible applicants for Tenure and Promotion and Mid-Tenure Review sent to Directors. Faculty solicited within the units for promotion candidacy.

March 7, 2017
Tenure, Promotion, and Mid-Tenure Applicants meet with the Deans and Directors to discuss tenure and promotion application procedures, policies, and schedule.

By April 18, 2017
For Tenure and/or Promotion - By this date, CoT A 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 CoT A Faculty T&P site).

Please note the following information regarding the selection process, provided from the 2015-16 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 (COTA requires a minimum of 9 recommendations) 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 (Please use the COTA Nomination Form). 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 and the chair will select an equal number of preferred reviewers. 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.

**As submitted through May 2, 2017**

*For Tenure and/or Promotion – 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.

*By May 2, 2017*

*For Tenure and/or Promotion – Target completion date for the selection of the approved external reviewer list after which the candidate and Director will determine the order in which the reviewers will be contacted and asked to participate.* 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.

*By May 18, 2017*

The applicant and Director finalize the schedule for mailing the review materials to the 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 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 Guidelines 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 web site. The Applicant will provide the Director with a sufficient number of CVs and support materials/documentation for the selected reviewers.
By July 14, 2017
*For Tenure and/or Promotion* – the selected external reviewers have been contacted and formal letters and review materials have been sent to those who have agreed to serve as external reviewers. Reviews should be received and posted to the application by **August 31**.

**By Early August 2017** (*posted and announced June 9, 2017*)
2017-18 Tenure and Promotion Application is posted by Academic Affairs.

**August 28, 2017**  
*For Tenure and/or Promotion* - By this date the Tenure and/or Promotion application and supplemental materials are to be submitted by the applicant to the 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 Director and/or designated staff.  
*Please note:* All external reviews solicited and received must be placed in the candidate’s formal application upon receipt.

**September 27, 2017**  
*For Tenure and/or Promotion* - By this date, the application and supplemental materials are submitted to the College Office by the Director, for the 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. Each Director may establish a schedule providing for the governance process as determined by their individual school.

**September 2017**  
First College Tenure & Promotion to Associate Professor and Mid-Tenure Review Committee organizational meeting is scheduled.  
First College Promotion to Full Professor Committee organizational meeting is scheduled.

**October 2017**  
College Tenure & Promotion to Associate Professor and Mid-Tenure Review Committee members independently review applications and meet on the designated deliberation date.  
Promotion to Full Professor Committee members independently review the applications and meet, as may be needed, for deliberations.

**October 27, 2017** – starting 8:30a.m.  
College Tenure & Promotion Committee to Associate Professor Deliberation Day (100% attendance required for quorum)

**November 9, 2017** (*target date*)  
*For Tenure and Promotion to Associate Professor and Promotion to Full Professor Committees* - The College Tenure and Promotion to Associate and the Promotion to Full Professor Committees will target this date for completing the review process providing the votes, ratings, and signatures as applicable and the written evaluation narrative in the application. When completed these documents are forwarded to the Dean for review, ratings, narrative, and signature.

**By January 2, 2018**  
*For Tenure and/or Promotion* - The Dean will have completed the review process providing vote, ratings, and signature as applicable and inserted the written evaluation narrative in the application.
By January 4, 2018
For Tenure and/or Promotion - 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.

By January 5, 2018
For Tenure and/or Promotion - the College Office reviews applications for completion of review documentation and submits CoTA Tenure and Promotion applications to the Provost’s Office.

By end of June 2018 — specific dates will be known once BOT schedule is set
For Tenure and/or Promotion - Review by Provost’s and President’s Office, BOT vote, and notification to applicants.

**MID-TENURE REVIEW SCHEDULE**

**January 5, 2018**
For Mid-Tenure Review - Mid-tenure application and supplemental materials are to be submitted to the Director for unit review by the Director, appropriate faculty, and unit Tenure and Promotion Committee.

**February 2, 2018**
For Mid-Tenure Review - 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.

March 2, 2018 – starting at 8:30a.m.
College Mid-Tenure Review Committee Deliberation Day (100% attendance required for quorum)

**March 16, 2018**
For Mid-Tenure Review - 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.

**April 13, 2018**
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.

**April 16-May 2, 2018**
For Mid-Tenure Review - A review session will be scheduled with each mid-tenure applicant to meet with the Director, Dean, and Associate Dean.