

2021-2022 SCHEDULE FOR PROMOTION AND TENURE PROCESS

August 2021: UTHSC Chief Academic Officer (CAO), also known as the Vice Chancellor for Academic, Faculty & Student Affairs, prepares and emails promotion and tenure instructions to Deans, Department Chairs and Directors.

August/September 2021: Departments initiate a defined process for reviewing each faculty member to be considered for promotion* and/or tenure. The process is established by each department in accord with the provisions of the UTHSC Faculty Handbook and University policies; each faculty member should be advised, in writing, that he or she is being evaluated and should be given an opportunity to submit information pertaining to the review of performance and future promise.

November 2021 - January 2022: Department chairs and directors prepare recommendations for promotion and awarding of tenure and forward them to the Dean. The due date for receipt of these recommendations will be made at the discretion of each college dean.

No later than January 7, 2022: Deans should notify the CAO of all candidates being considered for early tenure or early promotion.

No later than the end of February 2022: Deans should forward to the CAO any negative or controversial recommendations (forward earlier if possible), as extra time may be required for reviews at higher levels or for appeal by the faculty member.

No later than March 4, 2022: Departments should review budgets and their needs for non-tenure track faculty and submit a list of faculty members who may be recommended for nonrenewal to the CAO, 400 Hyman.

No later than March 7, 2022: Deans review the positive or noncontroversial recommendations for promotion and tenure and forward their final recommendations to the CAO, 400 Hyman Building.

No later than April 15, 2022: The CAO reviews recommendations and prepares a consolidated report for the Chancellor.

Before May 20, 2022: The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to UT System. Dates may be adjusted by UT System.

- April 29, 2022: Early and Expedited Tenure Dossiers to UT System (based on the 2021 calendar)
- May 6, 2022: Voting Spreadsheets to UT System (based on the 2021 calendar)
- May 13, 2022: Split Decisions Files to UT System (based on the 2021 calendar)

June 2022: The President acts only on the Chancellor's positive recommendation for tenure. If the President concurs in the positive recommendation, he or she shall grant tenure if he or she is authorized to do so, and the Chancellor shall give the faculty member written notice of the effective date of tenure. If only the Board is authorized to grant tenure, the President shall submit the recommendation to grant tenure, and summary explanation for the recommendation, to the Board. The President reviews, acts on the list of promotions, and informs the UT Board of Trustees.

June 2022: The UT Board of Trustees acts on tenure recommendations that only the Board is authorized to grant at its June meeting. The Board is informed of the tenure and promotion recommendations that were approved by the President's office.

July 1, 2022, or soon thereafter, the Chancellor notifies faculty members of action taken by the President and by the UT Board of Trustees regarding approved promotions and awards of tenure.

* Important instructions, forms, and documentation for the promotion and tenure processes are located on the UTHSC CAO's website: <https://uthsc.edu/afsa/faculty-affairs/faculty-resources.php>

* This schedule applies to promotions for all faculty appointments including tenure, tenure track, non-tenure track (clinician educator, research, limited duration), part-time non-tenure track, primarily administrative, affiliated, and volunteer categories.

**SCHEDULE FOR ANNUAL FACULTY EVALUATION
(Annual Performance and Planning Review: APPR)**

**Reviewing Performance in Calendar Year 2021
Planning for Goals and Assignments in Calendar Year 2022**

No later than July 1, 2021: Reappointment letters confirming appointment for the July 1, 2021 to June 30, 2022 academic year sent to all faculty members who are required to receive them. This includes faculty members who are on non-tenure track or tenure-track. Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2021) for any non-tenure track faculty member who receives a rating of Needs Improvement for Rank or Unsatisfactory for Rank on the APPR, the Department Chair shall contact the UTHSC Chief Academic Officer (CAO). An Annual Review Improvement Plan or Enhanced Post-Tenure Performance Review is required for all faculty members who receive negative ratings and who receive reappointment. See pp. 101-102 of the August 2018 UTHSC Faculty Handbook for specifics (<https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf>).

No later than December 31, 2021: Faculty member has entered required information for the 2021 calendar year into Digital Measures, to include goals and assignments set during the most recent annual review (effective during January 1, 2021 to December 31, 2021) and proposed goals for the 2022 calendar year (January 1, 2022 to December 31, 2022).

January 2, 2022 through March 15, 2022: Faculty member must meet with the Department Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than March 15, 2022).

No later than March 31, 2022: Upon completion of the review process and no later than March 31, 2022, the annual review workflow in Digital Measures must be complete.

Continue to following page for the 2021-2022 Schedule for Post-Tenure Review.

2021-2022 SCHEDULE FOR POST-TENURE REVIEW (PTR)

No later than July 1, 2021: Written notice from the UTHSC Chief Academic Officer (CAO) that the faculty member is required to have a PTR.

No later than August 12, 2021: PTR Committee is appointed by the CAO.

No later than August 19, 2021: CAO provides instructions, guidelines, template for report, and best practices to the PTR Committee.

No later than August 26, 2021: PTR Committee receives access to all required materials supplied by division chief (if relevant), department chair, and faculty member, and determines if external reviews are needed.

No later than October 7, 2021: PTR Committee Report is prepared and submitted to the CAO. If a dissenting member of the committee chooses to provide a dissenting explanation, that explanation must be included. The CAO distributes the PTR Committee Report for review by the faculty member, division chief (if relevant), department chair, and dean.

No later than October 21, 2021: If desired, faculty member, division chief (if relevant), department chair, and dean submit written responses about the PTR Committee Report to the CAO.

No later than November 4, 2021: The CAO reviews timely responses to the report and makes an independent evaluation.

No later than November 18, 2021: The CAO submits to the Chancellor the PTR Committee's report, all timely responses, and any additional conclusions and recommendations based on the CAO's independent evaluation.

No later than December 2, 2021: Chancellor indicates whether or not he or she concurs in the CAO's determination.

January 1, 2022: Within 30 days of the receipt of the PTR Committee report, the faculty member may appeal any conclusion with which he or she disagrees.

**COMBINED FACULTY EVALUATION CALENDAR for
Tenure, Promotion, Annual Performance and Planning Review, and Post-Tenure Review**

Promotion &/or Tenure	Annual Evaluation	Post Tenure Review	Activity
	July 1, 2021		Reappointment letters confirming appointment for the July 1, 2021 to June 30, 2022 academic year sent to all faculty members who are required to receive them. This includes faculty members who are on non-tenure track or tenure- track. Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2021) for any non-tenure track faculty member who receives a Needs Improvement for Rank or Unsatisfactory for Rank rating on the APPR, the Department Chair shall contact the Chief Academic Officer (CAO) (Faculty Handbook, Section 5.3.4). An Annual Review Improvement Plan or Enhanced Post-Tenure Performance Review is required for all faculty members who receive negative ratings and who receives reappointment. See pp. 101-102 of the August 2018 UTHSC Faculty Handbook for specifics (https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf).
		July 1, 2021	Written notice from the CAO that the faculty member is required to have a PTR – normally will occur by July 1
		July 31, 2021	Selected faculty members and department chairs/division chiefs nominate PTR committee members.
August 2021			The CAO prepares and emails promotion and tenure instructions to Deans, Department Chairs and Directors.
August & September 2021			Departments initiate a defined process for reviewing each faculty member to be considered for promotion and/or tenure. The process is established by each department in accord with the provisions of the UTHSC Faculty Handbook and University policies; each faculty member should be advised, in writing, that he or she is being evaluated and should be given an opportunity to submit information pertaining to the review of performance and future promise.
		August 12, 2021	The CAO appoints committee members for the PTR Committee.
		August 19, 2021	The CAO provides instructions, guidelines, template for report, and best practices to the PTR Committee.
		No later than August 26, 2021	PTR Committee receives all required materials from division chief (if relevant), department chair, from faculty member, and determines if external reviews are needed.
		October 7, 2021	PTR Committee report is submitted to the CAO with the dissenting explanation if a dissenting member chooses to provide one. The CAO distributes the report for review by the faculty member, division chief (if relevant), department chair, and dean.
		October 21, 2021	Faculty member, division chief (if relevant), department chair, and dean submit written responses to the CAO.

Promotion &/or Tenure	Annual Evaluation	Post Tenure Review	Activity
November 2021 to January 2022			Department chairs and directors prepare recommendations for promotion and awarding of tenure and forward them to the Dean. The due date for receipt of these recommendations will be made at the discretion of each college dean.
		November 4, 2021	CAO reviews timely responses to the report and makes an independent evaluation.
		November 18, 2021	CAO submits to the Chancellor the committee's report, all timely responses, and any additional conclusions and recommendations based on the CAO's independent evaluation.
		December 2, 2021	Chancellor indicates whether or not he or she concurs in the CAO's determination.
	No later than December 31, 2021		Faculty member has entered required information for the 2021 calendar year into Digital Measures, to include goals and assignments set during the most recent annual review (effective during January 1, 2021 to December 31, 2021) and proposed goals for the 2022 calendar year (January 1, 2022 to December 31, 2022).
		January 1, 2022	Within 30 days of the receipt of the PTR Committee report, the faculty member may appeal any conclusion with which he or she disagrees.
	January 2, 2022 Through March 15, 2022		Faculty member must meet with the Department Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than March 15, 2022).
By January 7, 2022			Deans should notify the CAO of all candidates being considered for early tenure or early promotion.
No later than the end of February 2022			Deans should forward to the CAO any negative or controversial recommendations (forward earlier if possible), as extra time may be required for reviews at higher levels or for appeal by the faculty member.
No later than March 4, 2022			Departments should review budgets and their needs for non-tenure track faculty and submit a list of faculty members who may be recommended for nonrenewal to the CAO, 400 Hyman.
No later than March 7, 2022			Deans review the positive or noncontroversial recommendations for promotion and tenure and forward their final recommendations to the UTHSC CAO, 400 Hyman Building.
	By March 31, 2022		Upon completion of the review process and no later than March 31, 2022, the annual review workflow in Digital Measures must be complete.
By April 15, 2022			The CAO reviews recommendations and prepares a consolidated report for the Chancellor.

Promotion &/or Tenure	Annual Evaluation	Post Tenure Review	Activity
Before May 20, 2022			<p>The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to UT System. Dates may be adjusted by UT System.</p> <ul style="list-style-type: none"> • April 29, 2022: Early and Expedited Tenure Dossiers to UT System • May 6, 2022: Voting Spreadsheets to UT System • May 13, 2022: Split Decisions Files to UT System
June 2022			<p>The President acts only on the Chancellor’s positive recommendation for tenure. If the President concurs in the positive recommendation, he or she shall grant tenure if he or she is authorized to do so, and the Chancellor shall give the faculty member written notice of the effective date of tenure. If only the Board is authorized to grant tenure, the President shall submit the recommendation to grant tenure, and summary explanation for the recommendation, to the Board. The President reviews, acts on the list of promotions, and informs the UT Board of Trustees.</p>
June 2022			<p>The UT Board of Trustees acts on tenure recommendations that only the Board is authorized to grant at its June meeting. The Board is informed of the tenure and promotion recommendations that were approved by the President’s office.</p>
July 1, 2022, or soon thereafter			<p>Once notified by UT System, the Chancellor notifies faculty members of action taken by the President and by the UT Board of Trustees regarding approved promotions and awards of tenure.</p>
	July 1, 2022		<p>Reappointment letters confirming appointment for the July 1, 2022 to June 30, 2023 academic year sent to all faculty members who are required to receive them. This includes faculty members who are on non-tenure track or tenure- track. Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2022) for any non-tenure track faculty member who receives a Needs Improvement for Rank or Unsatisfactory for Rank rating on the APPR, the Department Chair shall contact the CAO (Faculty Handbook, Section 5.3.4). An Annual Review Improvement Plan or Enhanced Post-Tenure Performance Review is required for all faculty members who receive negative ratings and who receives reappointment. See pp. 101-102 of the August 2018 UTHSC Faculty Handbook for specifics (https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf).</p>
		July 1, 2022	<p>Written notice from the CAO that the faculty member is required to have a PTR – normally will occur by July 1</p>

NOTES:

1. Important instructions, forms, and documentation for the promotion, tenure, and annual review processes are located on the CAO’s website: <https://uthsc.edu/afsa/faculty-affairs/faculty-resources.php>
2. This schedule applies to promotions for all faculty appointments including tenure, tenure track, non-tenure track (clinician educator, research, limited duration), part-time non-tenure track, primarily administrative, affiliated, and volunteer categories.
3. If the PTR Committee concludes that the faculty member has not satisfied the expectations for the faculty member’s discipline and rank, a PTR improvement plan must be developed using the procedures used for development of an EPPR improvement plan which will require additional time.