

TENURE AND PROMOTION

RECOMMENDED BEST PRACTICES AND ASSOCIATED TIMELINE

Deadline Dates (Estimated)	Action By	Action Needed
During Annual Evaluations	Chair/ Center Director	Department Chair and Center Director discuss with faculty member the steps and deadlines for the T&P process as outlined below. Discuss potential outside reviewers.
Mid-March	Candidate	Candidate submits draft T&P packet to internal department/center T&P review committee(s) for feedback.
Mid-April	Internal Rev. Committee	Internal review committee(s) provides comments back to candidate to revise packet
Mid-April	Chair	List of outside reviewers developed by department chair, center director and candidate, and members of Chair's list and Candidate's list identified. Begin contacting reviewers to assure their availability. Note that conflict of interest guidelines for external letter writers are provided here .
Mid-May	Candidate	Packet to Chair/CD for reviews
Early June	Chair/CD	Return packet to candidate with Chair/CD comments
Mid June	Candidate	Final draft packet incorporating Chair/CD comments to Department Rep for External Reviewers
Mid June	Chair	Letter of solicitation developed and sent to outside reviewers along with T&P packet. Template for solicitation letter is available here .
Late July	Dept. Rep.	FINAL DRAFT PACKET to IFAS HR
Early August	External Reviewers	Response due
Early August	IFAS HR	Comments about packet returned to Candidate
Mid August	Candidate	Finalize and upload packet
Late August	Dept. Rep.	Upload external letters received and certify packet for Faculty Review
Late August	Center Director	For candidates located at a REC, the director will send the list of center faculty eligible to vote to the chair of the home department with their departmental/school affiliations.
Early September	Chair	Chair takes the lead in writing the Chair's letter, and works closely with the Center Director in editing the letter. The letter will be signed jointly by the chair and director and uploaded in the OPT system
Early Sept.	Faculty	Faculty meeting to discuss candidate packets
Early Sept.	Dept. Rep.	Solicit vote for Faculty
Early Sept.	Faculty/Center	Last day to vote
Early Sept.	Dept. Rep.	Enter faculty/center votes in OPT



Deadline Dates (Estimated)	Action By	Action Needed
Mid Sept.	Dept. Rep.	Upload Chair's letter
Late Sept.	Candidate	Last day for candidate to respond to Chair's letter
Late Sept.	Chair	Endorsement in OPT system
Late Sept.	Dept. Rep.	Last day to certify packet for IFAS review
Late Oct.	IFAS T&P	IFAS T&P committee meets
Early Nov.	IFAS HR	Deadline for IFAS Committee assessments to be entered into OPT
Mid December	Deans	Deadline for Dean's letter to be uploaded into OPT
Late December	Candidate	Last day to respond to Dean's letter or request meeting
Mid January	Deans	Endorsement in OPT system
Mid January	IFAS HR	Packets certified for Academic Personnel Board review

BLUE = Departmental Deadlines

RED = IFAS HR Deadlines