

COLLEGE OF HEALTH AND HUMAN PERFORMANCE
Tenure, Permanent Status and Promotion
Review Cycle for Academic Year 2011-2012
(April 4, 2011)

APRIL 22, 2011 – HHP T&P Workshop, 10:00 AM, Room 240 FLG
(Betty Stevens Reading Room)

Target Deadline Must be completed/ submitted no later than the date listed	Tasks	Responsible Party
Typically: May/ June	<p>UF Academic Affairs' Tenure & Promotion instructional memorandum must be distributed to all potential nominees for tenure and/or promotion.</p> <p>Distribution of announcement of Tenure & Promotion workshops by UF Academic Affairs Office to all CHHP faculty. All tenure-accruing faculty are strongly urged to attend. All faculty interested in submitting promotion packets are strongly urged to attend.</p>	<p>Associate Dean, Faculty Affairs</p> <p>Department Chair</p>
April 29	<p>Candidate notifies (in writing) Department Chair of intent to seek tenure and/or promotion and prepare Tenure and Promotion dossier in accordance with UF and CHHP Guidelines.¹ Candidates should consult with Department Chair and may consult with Diane Davis, Dean's Office, for assistance. Candidate must, in writing, either waive or decline to waive the right to view the letters of evaluation.</p> <p>Department Chair, upon receipt of notification, ensures that Candidate has/receives all relevant Department, College and UF Tenure & Promotion materials. Department Chair solicits materials for external reviewers from Candidate, in accordance with Departmental guidelines.</p>	<p>Candidate</p> <p>Department Chair</p>
May 16	<p>Department Chair prepares lists of scholars from whom to solicit external review letters for each candidate. Candidate submits a list of seven names to the Dept Chair, who is responsible for choosing the individuals who will be requested to submit letters of evaluation. <i>Note: UF requires a minimum of 5 letters; all received must be included. At least half (3) of external letters must be from candidate's list.</i></p>	<p>Department Chair (with input from candidate, department T & P Committee and Dean)</p>
May 1 – August	<p>Letters with candidate's materials sent to external scholars for review. Letter must state whether Candidate waives right to view the external letters. (Deadline to return letters September 29)</p>	<p>Department Chair</p>
August	<p>Election of T & P Committee members completed by FAC; results reported to Associate Dean for Faculty Affairs</p>	<p>FAC Chair</p>

Please note: Candidate must be available to respond to questions throughout the process (e-mail or phone)

¹ **Important: refer to UF T & P Guidelines 2011-2012 and CHHP T & P Operating Code for full description of each task to be completed. This calendar is intended for use as an easy reference for critical deadlines. It is not intended, nor should be used, to substitute for committee and administrative decisions related to these functions.**

Target Deadline Must be completed/ submitted no later than the date listed	Tasks	Responsible Party
September 12	Submit T & P dossier to Department Chair. The candidate shall sign and date the appropriate statement verifying the completeness of the dossier.	Candidate
September 12	External review letters received and inserted into candidate dossier. <i>Note: UF requires a minimum of 5 letters.</i>	Department Chair
September 13-22 September 23	Department T & P Committee reviews and meets to discuss all Tenure and/or Promotion candidates' dossiers submitted. Vote on Department candidates completed.	Chair, Dept. T & P Committee
September 30	Dept Chair Letter of evaluation and the vote section of the candidate's dossier must be completed. (A copy of the letter and form with the departmental vote is given to the candidate within 5 days after letter has been written.) <i>Refer to University of Florida GUIDELINES AND INFORMATION REGARDING THE TENURE, PERMANENT STATUS AND PROMOTION PROCESS FOR 2009-2010 Document posted on CHHP website)</i>	Department Chair
October 14	Department candidates' dossiers submitted to Associate Dean for Faculty Affairs for College T & P Committee review.	Department Chair
October 17 - November 10 November 16	College T & P Committee reviews, meets to discuss, and prepares individual assessments for all submitted candidate dossiers. College T&P Committee submits assessment to the Dean	Chair, HHP T & P Committee Associate Dean for Faculty Affairs
November 23	Dean provides assessments to candidate	Dean
December 9	Dean's Letters of evaluation for each candidate packet completed. Copy of Letter sent to candidate and candidate's Department Chair within 5 days after it has been written. Inclusion of Dean's Letter into candidates' dossiers.	Dean