

COLLEGE OF ENGINEERING

Deadlines for Submission of Tenure/Promotion Applications

Please Refer to [University, College & Departmental Guidelines](https://www.usf.edu/provost/faculty-success/professional-development/guidelines-tenure-and-promotion.aspx) for Tenure and Promotion
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Academic Year 2023-2024

DATE DUE	PERSON(S) RESPONSIBLE	EVENT
April 17th	Dean's Office	COE Master List of Candidates and T&P Deadlines sent to Department Chairs and Administrators for Review, marking the beginning of the 23-24 Tenure & Promotion Evaluation Cycle.
May 1st	Chairs	Submit Corrections for the Master List of Candidates to the Dean's Office, including any supporting letters referencing Appointment Dates, Leave, or any documentation as they pertain to a candidate's tenure clock.
May 5th	Applicant Chair	Faculty notify Department Chair of intent to apply for tenure/promotion Faculty member begins preparation of application In conjunction with Department Chair, create a list of at least ten (10) external reviewers (see USF guidelines for selection of external reviewers)
May 15th	Chair	Department Chairs submit names of applicants and external reviewers to Dean's Office.
May 31st	Dean Chair	Final list of external reviewers approved by Dean's Office. Department Chair sends out letters to external reviewers
August 11th	Chair Applicant Dean's Office	Letters due from external reviewers Applicant submits completed application in Archivum for Quality Review
August 25th	Applicant Dean' Office	All corrections to applications must be made in Archivum before Quality Review is Passed. Approved application submitted to Departmental Faculty Committee via FIS
September 15th	Dept. Comm. Dean's Office	Department Faculty Committee completes Evaluation Department Faculty Committee Chair DocuSigns evaluation in Archivum Applicants have five (5) days to respond to Dept Committee Evaluation Completed application updated in Archivum for Chair's Evaluation (Sept. 22)
October 13th	Chair	Department Chair completes and DocuSigns Chair's Evaluation in Archivum. Applicants have five (5) days to respond to Chair's Evaluation (Oct. 20). Completed application updated in Archivum for Faculty Governance Committee Evaluation

November 10th	FGC	<p>Faculty Governance Committee completes Evaluation FGC Chair DocuSigns evaluation in Archivum</p> <p>Applicants have five (5) days to respond to College Committee Evaluation (Nov. 17)</p> <p>Completed application updated in Archivum for Dean's Evaluation</p>
December 8th	Dean	<p>Dean completes and DocuSigns Dean's Evaluation</p> <p>Applicants have five (5) days to respond to Dept Committee Evaluation (Dec 15)</p> <p>Applicant and Chair may request to meet with the Dean to discuss application if so desired.</p>
January 4-8 2023	Dean's Office	Applications submitted to office of Provost and Academic Affairs for CAO Review.