

College of Behavioral and Community Sciences

**Promotion and Tenure Timetable Guidelines for
Tenure Earning Faculty, Research Faculty, Research Associates
Instructors (see below)***

2017 - 2018

Please note that not all of the steps are required for each path. Please review the promotion and/or tenure document for steps that are relevant to your path. The timeline has been extended post-Hurricane Irma, to allow adequate time for review.

	Original Due Date	New Due Date
Names, brief bio-sketches, current CVs of potential external reviewers due from Chairs to Dean	No later than April 21, 2017	No later than April 21, 2017
Chairs send out external review letters	Following approval by Dean	Following approval by Dean
Application forms available from Provost's Office	July, 2017	July, 2017
External review letters due to Chairs	By Aug 18, 2017	By Aug 18, 2017
Chairs add their sections in Teaching and Research	Aug 18 – Sept. 7, 2017	Aug 18 – Sept. 7, 2017
Packets ready for departmental review	Sept. 8, 2017	Sept. 8, 2017
Departmental vote (for tenure aps only)By Sept 22, 2017By September 29 , 2017
Departmental committees meet & evaluate	Sept. 25 – Oct. 11, 2017	Oct. 2 – Oct. 18
Department chair review	Oct. 12 – Oct. 26, 2017	Oct. 19 – Nov. 2
Applications due in Dean's Office	Oct. 26, 2017	Nov. 2
College Committee Review and Evaluation	Oct. 27 – Nov. 17, 2017	Nov. 3 – Nov. 28 (2 holidays included)
Dean's Evaluation	Nov. 20– Dec. 15, 2017	Nov. 28 – Dec. 21 (USF closed 12/25 – 1/1)
Candidates review evaluative comments (10 working days required)	Dec. 15, 2017 – Jan. 8, 2018	Dec. 22 – Jan 14 (USF closed 12/25 – 1/1)
Applications due in Provost's Office	January 8, 2018	Jan 15, 2018

Timeline for Instructors*

	Original Due Date	New Due Date
Applications due to Chair	August 18, 2017	August 18, 2017
Chairs input their sections for teaching/other if applicable	August 18 – Sept 7, 2017	August 18 – Sept 7, 2017
Packets ready for departmental review	September 8, 2017	September 8, 2017
Departmental committees meet & evaluate	Sept. 11 – Oct 11, 2017	Sept. 11 – Oct. 18
Department chair review	Oct 12 – Oct. 26, 2017	Oct. 19 – Nov. 2
Applications due in Dean's Office	Oct 26, 2017	Nov. 2
College Committee Review and Evaluation	Oct. 27 – Nov 17, 2017	Nov. 3 – Nov. 28 (2 holidays included)
Dean's Evaluation	Nov 20 – Dec. 20, 2017	Nov. 28 – Dec. 21 (USF closed 12/25 – 1/1)
Candidates final review of evaluative comments	Dec. 21, 17 – Jan. 11, 2018	Dec 22 – Jan 14