

UTIA Promotion and Tenure Calendar (2023-2024)

- UTIA administration will create and shepherd Interfolio cases through the internal P&T review process, including overseeing faculty candidate response periods.
- Cases will be made available to faculty candidates and departments by May 15th. Faculty and departments can begin uploading materials at that time. Department Heads can also start inviting external reviewers if they plan to use this function in Interfolio.
- Departments are responsible for working with candidates to ensure their dossiers are complete before September 27th. Department case facilitators should work with UTIA administration to determine the workflow and timeline for checking candidate materials before submission.
- All cases will follow the same schedule, including having the same candidate response periods at each level of review. Once cases are submitted to UTIA administration, departments can no longer access the case until it is time to review it.
- Faculty will be asked whether they plan to submit a response during each of the Faculty Response Periods. If they indicate they are not going to submit a response, the case will be sent to the next reviewer. If the candidate submits a response, the case will be sent to the next reviewer at that time. If the candidate fails to either indicate they will not be submitting a response or submit a response prior, the case will be sent to the next reviewer at the expiration of the response period.
- Case reviewers have fixed periods of time to review cases. If a case is submitted late at any level of review, the subsequent review period will be shortened accordingly.

Activity	Date Begins	Date Ends	Notes
Dossier Preparation		9/27/23	
Department Review	10/2/23	10/30/23	
Faculty Response	10/31/23	11/14/23	
Department Head Review	11/6/23	11/28/23	Minimum two weeks (11/14-11/28)
Faculty Response	11/29/23	12/13/23	
UTIA P&T Committee Review	12/6/23	1/19/24	Minimum five weeks (12/13-1/19)
Faculty Response	1/22/24	2/5/24	
Dean(s) Review	1/29/24	2/26/24	Minimum three weeks (2/5-2/26)
Faculty Response	2/27/24	3/12/24	
Senior Vice Chancellor Review	3/5/24	3/29/24	Minimum 2.5 weeks (3/12-3/29)
Faculty Response	4/1/24	4/15/24	
Chancellor Review	4/8/24	4/26/24	Minimum 1.5 weeks (4/15/4/26)
Packets due to UT System		4/26/24	

UTIA Mid-Cycle Review Calendar (2023-2024)

- UTIA administration will create and shepherd Interfolio cases through the Mid-Cycle review process.
- Cases will be made available to faculty candidates and departments by September 1. Faculty and departments can begin uploading materials at that time. Department Heads can also start inviting external reviewers if they plan to use this function in Interfolio.
- Departments are responsible for working with candidates to ensure their dossiers are complete before September 27th. Department case facilitators should work with UTIA administration to determine the workflow and timeline for checking candidate materials before submission.
- All cases will follow the same schedule. Once cases are submitted to UTIA administration, departments can no longer access the case until it is time to review it.
- Case reviewers have fixed periods of time to review cases. If a case is submitted late at any level of review, the subsequent review period will be shortened accordingly.

Activity	Date Begins	Date Ends
Dossier Preparation		9/27/23
Department Review	10/2/23	12/1/23
Department Head Review	12/4/23	1/19/24
UTIA P&T Committee Review	1/21/24	3/8/24
Dean(s) Review	3/11/24	4/12/24
Senior Vice Chancellor Review	4/15/24	4/26/24