UTIA Promotion and Tenure (P&T) Calendar (2024-2025)

- UTIA administration will create and shepherd Interfolio cases through the internal P&T and the request for early consideration for P&T review processes, including overseeing faculty candidate response periods. See the UTK Faculty Affairs website for Interfolio workflows and guides.
- Individual Interfolio cases will be made available to faculty candidates and departments by March 25, 2024. 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.
- Requests for Early Consideration for P&T will be accepted after the March 15th deadline. However, faculty candidates and departments should anticipate the review of the request and, if approved, the creation of the Interfolio case requiring three or more weeks.
- Departments are responsible for working with candidates to ensure their dossiers are complete before September 25, 2024. 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.
- All faculty response periods are estimates. 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 to the expiration of the response period, 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.

Step	Open	Close
Department Heads (DHs) Prepare P&T Candidate Lists	2/19/2024	3/8/2024
Faculty and DHs Prepare Early Consideration for P&T Request	2/19/2024	3/15/2024
Faculty and DHs Prepare Packet in Interfolio	3/25/2024	9/25/2024
Department Review Committee (DRC) Review Period	9/27/2024	10/25/2024
Faculty Response Period	10/28/2024	11/8/2024
DH Review Period	11/4/2024	11/27/2024
Faculty and DRC Response Period	12/2/2024	12/13/2024
UTIA TRE/CVM P&T Committee Review Period	12/2/2024	1/24/2025
Faculty Response Period	1/24/2025	2/7/2025
Dean(s) Review Period	1/31/2025	2/28/2025
Faculty Response Period	3/3/2025	3/14/2025
Sr Vice Chancellor/Sr Vice President Review Period	3/7/2025	4/4/2025
Faculty Response Period	3/31/2025	4/11/2025
Chancellor Review Period	4/4/2025	4/25/2025
Packets Due to UT System		4/25/2025

UTIA Enhanced Tenure-Track Review (ETTR) (a/k/a Mid-Cycle Review) Calendar (2024-2025)

- UTIA administration will create and shepherd Interfolio cases through the ETTR process, including overseeing faculty candidate response periods. See the UTK Faculty Affairs website for Interfolio workflows and guides.
- Individual Interfolio cases will be made available to faculty candidates and departments by March 25, 2024. 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 25, 2024. 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.
- All faculty response periods are estimates. 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 to the expiration of the response period, 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.

Step	Open	Close
Department Heads (DHs) Prepare ETTR Candidate Lists	2/19/2024	3/8/2024
Faculty and DHs Prepare Packet in Interfolio	3/25/2024	9/25/2024
Department Review Committee (DRC) Review Period	9/27/2024	11/29/2024
Faculty Response Period	12/2/2024	12/13/2024
DH Review Period	12/6/2024	1/6/2025
Faculty and DRC Response Period	1/8/2025	1/20/2025
UTIA TRE/CVM P&T Committee Review Period	1/17/2025	2/19/2025
Faculty Response Period	2/21/2025	3/4/2025
Dean(s) Review Period	2/28/2025	3/28/2025
Faculty Response Period	3/31/2025	4/11/2025
Sr Vice Chancellor/Sr Vice President Review Period	4/7/2025	4/30/2025