

2020-2021 Promotion and Tenure Timeline

AY20-21	TIMELINE & ACTIVITIES (Approximate)
MySite is open and available for all faculty to complete and edit whether or not they are participating in the process.	
April - May 2020	Promotion: Faculty identified through HR data for "time-in-service/rank" eligibility. Information is shared with the department to validate the data
	Tenure: Faculty must be reviewed in their 6th year of service and be at associate professor rank
	Department P&T Chair Training
May -June 2020	P&T 2020-2021 resources go live with announcement of Promotion & Tenure / MySite training dates
June 1, 2020	<u>Tenure/Non-Tenure Track changes and tenure deferrals due to Jennifer Ipsen, jipsen@umc.edu</u>
June 15, 2020	Confirmation of eligible faculty from departments due to Jennifer Ipsen, jipsen@umc.edu
	<u>Self-Nominations: faculty may self-nominate for promotion by contacting the Office of Faculty Affairs (Molly West, mwest4@umc.edu) to begin the process if they meet guidelines and time-in-rank</u>
June 24th @ 4 PM	Faculty Promotion and Tenure Training via WebEx
June - July	<u>Department specific sessions, faculty advancements readiness consultations can be arranged through the Office of Faculty Affairs (Molly West, mwest4@umc.edu)</u>
June - September 2020	<u>Faculty will:</u>
	Meet with department to discuss their eligibility; to be considered, faculty must fulfill guidelines through scholarly achievements and meet time-in-rank
	Review internal department deadlines and department specific processes
	Complete/update MySite CV and portfolio; faculty member responsible for accuracy and completeness
	Identify reviewers with Chair and Chair of Department P&T Committee
	<u>Department P&T Chair will:</u>
	Solicit External Reviewer Relationship to Candidate and Review forms. Forms should be uploaded to the designated One Drive (link will be sent) folder. September 4 - suggested deadline for reviewers to return the forms to the Dept P&T Chair
	Write letters to the SOM-APT Committee on candidate's behalf
Solicit Chair letter	
August 15, 2020	Departments to provide check-in confirmation of faculty that will be going through the process. Self-nominations confirmations
August 25- September 25, 2020	One Drive folders will be open for departments to upload documents

September 25, 2020	All materials due to the Office of Faculty Affairs. No extensions will be granted
	You must also adhere to your department's internal deadlines which will be earlier to allow for review/collection of letters and reviews
October - December 2020	SOM-APT Committee reviews the faculty CV, portfolio and letters. Members of the committee vote on the faculty's work based on the SOM P&T criteria
January 2021	SOM-APT Committee meets with Department Chairs wishing to appeal "Not Recommended" faculty
	SOM-APT Committee submits their recommendations to the Executive Faculty Meeting
February 15, 2021	Executive Faculty vote on the SOM-APT Committee recommendations and forward the recommendations to the Dean of School of Medicine
February - March 2021	Dean approves/disapproves the nominated faculty. The list of faculty approved for tenure by the Dean is submitted to the Board of Institutions of Higher Learning (IHL) for their approval; list of faculty approved for promotion is also sent to IHL
March - May 2021	IHL approves/disapproves (tenure only); No action required by IHL on promotion list
July 1, 2021	Promotion and tenure are effective and updated in Workday