

## 2017-2018 Promotion and Tenure Timeline

<b>April, 2017</b>	<p>Dean's Office emails <b>Promotion Eligibility Lists</b> to department chairs</p> <ul style="list-style-type: none"> <li>- <b>Eligibility End List</b> (sent April 1) indicates tenure-eligible faculty whose probationary period for promotion to associate professor or for the award of tenure ends June 30, 2018.</li> <li>- <b>Advancement Eligible List</b> (sent April 15) indicates tenure-eligible faculty whose probationary period ends after July 1, 2018, tenured faculty, and tenure-ineligible faculty. Academic non-tenure-track faculty who hold professorial rank at the level of assistant professor or above are eligible for promotion upon completing the sixth year of their appointment</li> </ul>
April, 2017	Departments review Promotion Eligibility Lists and schedule performance reviews
May, 2017	<p>Departments conduct performance reviews with all faculty, update job description/effort allocation if necessary, work with candidates to draw up list of appropriate referees, and assist each candidate in the preparation of their CV.</p> <p>Track changes or off-the-clock requests for faculty members whose probationary period ends June 30, 2018 should be submitted by the end of May to Cathy Broaddus.</p>
<b>No later than: June 5, 2017</b>	<p>Departments:</p> <ul style="list-style-type: none"> <li>- Add all candidates, CVs, and referee information to the Portfolio &amp; Referee Entry System.</li> <li>- Print and sign <i>Faculty Advancement Confirmation Form</i> for each candidate; scan and email to <a href="mailto:uvasompt@virginia.edu">uvasompt@virginia.edu</a>; retain a copy for your files.</li> </ul>
June – August, 2017	Departments select and orient their P&T committee. Faculty develop their portfolios.
<b>September 1, 2017</b>	Dean's Office provides departments access to referee letters for department P&T committee review. <b>Referee letters are confidential and must not be shared with candidates.</b>
September, 2017	Department P&T committees meet to review portfolios, vote, and prepare <i>Department P&amp;T Recommendation Form</i> for each candidate. Department committees report vote counts and recommendations to chairs for final departmental decision. Chairs write letters of nomination for approved candidates detailing how candidate meets the requirements for advancement; department P&T contacts request letters of support from candidates' joint appointments.
<b>October 2, 2017</b>	Departments upload portfolios to the Portfolio & Referee Entry System.
October – Dec., 2017	SoM P&T Committee meets to review portfolios.
December, 2017	Chairs of candidates who were not recommended for advancement will be notified no later than <b>December 15</b> .
<b>January 9, 2018</b>	Departments submit appeal packages via email to <a href="mailto:uvasompt@virginia.edu">uvasompt@virginia.edu</a> . <i>NOTE: Appeals may only be based on new information not already included in the portfolio.</i>
By February 1, 2018	Dean's Office notifies department chairs of the outcomes of appeals.
February, 2018	Dean's Office submits SoM recommendations to Provost.
May – July, 2018	Provost P&T committee meets and makes recommendations to Board of Visitors, who meet in late May or early June of 2018, and sends notification letters to candidates. All approved promotions are effective July 1, 2018.