

2018-2019 Promotion and Tenure Timeline

April, 2018	<p>Dean's Office emails Promotion Eligibility Lists to department chairs</p> <ul style="list-style-type: none"> - End of Eligibility List (sent April 1) indicates tenure-eligible faculty whose probationary period for promotion to associate professor or for the award of tenure ends June 30, 2019. - Advancement Eligible List (sent April 15) indicates tenure-eligible faculty whose probationary period ends after July 1, 2019, 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
April, 2018	Departments review Promotion Eligibility Lists and schedule performance reviews
May, 2018	<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 and personal statement.</p> <p>Track changes or off-the-clock requests for faculty members whose probationary period ends June 30, 2019 should be submitted by the end of May to Cathy Broaddus.</p>
No later than: June 11, 2018	<p>Departments add all candidates, personal statements, CVs, and referee information to the Advancement App.</p> <p>Note that as of the 18-19 cycle, personal statements are required for the June deadline.</p>
June – August, 2018	Departments select and orient their P&T committee. Faculty develop their portfolios.
August 31, 2018	Dean's Office provides departments access to referee letters for department P&T committee review. Referee letters are confidential and must not be shared with candidates.
September, 2018	Department P&T committees meet to review portfolios, vote, and prepare <i>Department P&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.
October 1, 2018	Departments upload portfolios to the Advancement App
October – Dec., 2018	SoM P&T Committee meets to review portfolios.
December, 2018	Chairs of candidates who were not recommended for advancement will be notified no later than December 14 .
January 8, 2019	Departments submit appeal packages via email to uvasompt@virginia.edu . <i>NOTE: Appeals may only be based on new information not already included in the portfolio.</i>
By February 1, 2019	Dean's Office notifies department chairs of the outcomes of appeals.
February, 2019	Dean's Office submits SoM recommendations to Provost.
May – July, 2019	Provost P&T committee meets and makes recommendations to Board of Visitors, who meet in late May or early June of 2019, and sends notification letters to candidates. All approved promotions are effective July 1, 2019.