

TENURE AND PROMOTION TIMELINE
2024-2025

April 5, 2024	Candidates for the 2024-2025 Cycle Identified and list <u>provided by Chair's office</u> to Jacci.landicho@jax.ufl.edu All Candidates for the 2024-2025 cycle that were provided by the departments are initiated in the online MyUFL OPT system. Please know that this does not affect candidates ability to begin working on their packets at any time during the promotion cycle or their career.
June 10, 2024	Chairs Department sends out letters to Reviewers—departments can send earlier (<i>letter templates and instructions emailed to departments in May</i>), letters should include candidate's <u>preliminary packet</u> and <u>promotion criteria</u> . You may email the request letter, preliminary packet and criteria. Please note that candidates generally waive their right to view these letters and therefore should not be involved within the process of sending the solicitation letters.
June - August	Candidates' packet is completed and reviewed by Departmental Administrator for final formatting
August 1, 2024	Deadline to submit candidate's packet (minus external/internal letters) as WORD DOCUMENT to Administrative Affairs Jacci.landicho@jax.ufl.edu (these packets will be reviewed by Dr. Segal and /or Dr. Zimmerman and returned with notes for editing).
August 16, 2024	Deadline for Reviewers' letters to be received by Chair
August, 2024	Final edits/reviews of packet
August 31, 2024	All corrections and reviews are complete. Faculty member uploads final PDF packet and certifies as final in the OPT system.
Sept. 2 nd - Sept. 9 th	Voting Process Completed (Chairs should finish their letters) Department Voting results will be inputted into the online system
September 16 th	Department deadline for completion of Departmental process <ul style="list-style-type: none">• Chair letters will be uploaded into the on-line system• Implement 10 Day Rule The candidate has 10 days thereafter to submit a written response if s/he chooses to do so by uploading the response in the OPT system.
September 30 th , 2024	All responses to the Chairs letter are complete and packets are certified and moved to the College of Medicine Faculty Affairs
October – Nov. 2024	Tenure Track Committee Meetings Mission Track Committee Meetings
December, 2024	College Committee Assessments to Candidates and Department Chairs
January 2025	Dean's Letter to Candidates and Department Chairs [The candidate has 10 days to request a meeting with the dean or to submit a written response]
January 15, 2025	Packets are moved to review UF Office of Academic Affairs
March- May, 2025	Academic Personnel Board reviews all packets
June, 2025	President of the University notifies Deans of his decision on nominees
July, 2025	Board of Trustees notifies Deans of decision on tenure