

University of Tennessee, Knoxville Faculty Evaluation & Workshops Calendar 2021-2022

FACULTY DEVELOPMENT LEAVE

DATE	EVENT
October 1	Deadline for faculty to submit applications to colleges. <i>*Some departments/colleges may set earlier deadlines.</i>
November 1	Deadline for colleges to submit requests to the Office of the Provost.

See <https://provost.utk.edu/faculty-leave/> for more information.

EVALUATION & PROMOTION CALENDAR Tenure-Track/Tenured Faculty

Promotion and Tenure Review

- The Office of the Provost will send a list of faculty members who must undergo promotion and tenure review in the summer before the review is scheduled to occur.
- Faculty members who wish to be considered for promotion and tenure before the year indicated in the letter of appointment must obtain written approval before submitting their dossier for review.
 - Faculty who have suspended clocks and want to be considered at the original date need approval from the Office of the Provost.
 - Faculty who have extensions and want to be considered at the original date do not need approval from the Office of the Provost.
- During the course of the review, faculty who are being reviewed should be provided with internal reviews/recommendations at the time they are submitted to the next level of review and are allowed 14 calendar days to write a response. This response should be added to the dossier and considered by the next reviewing body alongside all the other information in the dossier. Please refer to Sections 3.10 and 3.11 of the UTK Faculty Handbook, along with the relevant Appendix: Assembly of the Tenure and/or Promotion Dossier for more information.
- **Some departments and/or colleges may set earlier dates than the ones listed below.**

DATE	EVENT
July 31	Colleges provide lists of faculty who are going up for promotion and/or tenure to the Office of the Provost.
August 2	Last day for colleges to submit requests for faculty members to be considered early for promotion and tenure in the AY 2021-2022 cycle.
September 10	Promotion and tenure review committees established.
October 15	Latest deadline for submission of faculty dossier and supporting materials to Department/Unit Head <u>or</u> College P&T Committee (colleges without departments).

January 14	<p>Colleges with departments: Departmental P&T Committee recommendations due to college.</p> <p>Colleges without departments: College P&T Committee recommendations due to the Intercollegiate P&T Committee in care of the Office of the Provost.</p>
February 11	<p>Colleges with departments: College P&T Committee recommendations due to the Dean.</p> <p>Colleges without departments: Intercollegiate P&T Committee recommendations due to the Dean.</p>
March 25	Dean's recommendations due to the Office of the Provost for all promotion and tenure cases, including early tenure cases (see schedule below for tenure upon initial appointment due dates).
June 1	Requests for early P&T review for the 2022-2023 review cycle due to the Office of the Provost. Requests will be evaluated on a rolling basis as they are received. June 1, 2022 is the last day to submit requests.
Late June	Board of Trustees action on 2021-2022 tenure recommendations. All final communications of promotion and tenure decisions sent in early to mid- July.

Tenure Upon Initial Appointment (TUIA)

- Tenure upon initial appointment requires two sequential steps: (1) a request for *preliminary approval* which should be submitted to the Office of the Provost, who will review the case and make a recommendation to the UT System; and (2) submission of the complete packet to the Office of the Provost, who will review the packet and make a recommendation to the UT System and Board of Trustees. The last possible dates for each transaction are provided below.
- Please see Tenure Upon Initial Appointment Checklist for more information about what information is needed at each step.

DATE	EVENT
August 13	<i>Last day</i> for colleges to submit requests to the Office of the Provost for preliminary approval for TUIA consideration at October Board of Trustees meeting.
August 27	TUIA packets due to the Office of the Provost for preapproved cases being considered at October Board of Trustees meeting.
December 17	<i>Last day</i> for colleges to submit requests to the Office of the Provost for preliminary approval for TUIA consideration at February Board of Trustees meeting.
December 31	TUIA packets due to the Office of the Provost for preapproved cases being considered at February Board of Trustees meeting.
April 8	<i>Last day</i> for colleges to submit requests to the Office of the Provost for preliminary approval for TUIA consideration at June Board of Trustees meeting.
April 22	TUIA packets due to the Office of the Provost for preapproved cases being considered at June Board of Trustees meeting.

Annual Performance and Planning Reviews (APPR), Retention Reviews (RR), and Enhanced Tenure-Track Reviews (ETTR)

- All **tenured** faculty members who are not on leave must be evaluated each academic year, including in the year they are being considered for promotion and/or tenure. (*See Faculty Handbook section 3.8.1.*)
- Faculty who are on leave during the fall semester should have their review during the spring semester.
- Faculty who are in their **probationary period (i.e., tenure-seeking)** will have a combined Retention Review and annual review each fall at the start of their second probationary year. (*See Faculty Handbook sections 3.8.1 and 3.11.4.5.*)
- Faculty who are in their **probationary period** are required to have an Enhanced Tenure-Track Review (ETTR) in their third or fourth year. The ETTR may extend past the fourth year for faculty who have received a suspension or extension to their probationary period. (*See Faculty Handbook section 3.11.4.6.*)
- *Reminder:* Faculty members have 14 calendar days to respond to each level of review.
- Please see the following document for additional information about the assignment of ratings: <https://provost.utk.edu/wp-content/uploads/sites/10/2019/09/UTK-APPR-Ratings-Guide-.pdf>.
- **Some departments and/or colleges may set earlier dates than the ones listed below.**

DATE	Event
October 1	Generally, faculty members should submit their materials for annual evaluation and retention <i>four weeks</i> prior to the departmental due date for recommendations to the College.
November 1	Department head recommendations on annual reviews and retention reviews due to the college.
November 30	College recommendations due to the Office of the Provost for any faculty in the <u>second year of their probationary period</u> and whose appointment <u>will not</u> be renewed. (See Faculty Handbook 3.11.4.4 for dates related to notice of non-renewal.)
January 14	College recommendations on all other annual evaluations due to the Office of the Provost.
March 15	Provost recommendations on annual evaluations and all other retentions to be finalized in the online review system.

Periodic Post-Tenure Performance Review (PPPR)

- Except where applicable according to the UTK Faculty Handbook *Appendix: Procedures for Periodic Post-Tenure Performance Review*, each tenured faculty member must undergo some form of comprehensive performance review no less often than every six years.
- The Periodic Post-Tenure Performance Review (PPPR) shall not substitute for the Annual Performance and Planning Review in the year a faculty member is scheduled for PPPR.

DATE	EVENT
September 10	College nominations for Post-Tenure Review (PTR) Committee members due to the Office of the Provost.
November 15	All PTR Committees appointed.

January 7	All evaluation materials uploaded to the PPPR System by faculty under review, department head and Office of the Provost.
January 14	Evaluation materials made available to PTR Committee.
March 25	PTR Committee submits reports to faculty members, department heads, deans, and provost by March 25 th .
Various depending on two-week time intervals	<p>Faculty members and departments heads have 14 calendar days to submit a response to the PTR committee report to the dean.</p> <p>The dean considers any written responses by the faculty member or department head and decides to either accept or reject the PTR Committee's determination. The dean has 14 calendar days to submit a recommendation to the provost, with copy to the faculty member and department head.</p> <p>The faculty member has 14 calendar days to provide the provost with a written response to the dean's recommendation.</p>
May 20	Provost notifies all parties on final recommendation.

EVALUATION & PROMOTION CALENDAR Non-Tenure Track Faculty

Non-Tenure Track Faculty Promotion Review

- Some departments and/or colleges may set earlier dates than the ones listed below.

DATE	EVENT
December 17	Requests for early promotion review consideration for spring 2022-2023 review cycle due to the Office of the Provost. Requests will be evaluated on a rolling basis as they are received. December 17 is the final deadline.
January 14	College provides list of faculty who are going up for promotion to the Office of the Provost.
February 4	Latest deadline for submission of eligible non-tenure track faculty dossier and supporting materials to Department/Unit Head <u>or</u> College Committee (colleges without departments).
March 4	Departments submit recommendations to colleges.
April 1	College NTT Faculty Promotion Committee submits recommendations to dean.
May 20	Dean makes recommendations to the provost.
June 30	Provost notifies candidates of outcome of the process.

Annual Performance and Planning Review of Non-Tenure-Track Faculty

- All regular, full-time, non-tenure track faculty, beyond their first year of employment, must be evaluated each year using the online Faculty Review System.
- A non-tenure-track faculty member must have annual evaluations for every year under review to be considered for promotion.
- In the review, supervisors should clearly document the faculty member's allocation of effort in each of the areas of teaching, research/scholarship, and service during the review period and only evaluate faculty in these areas. Supervisors should also review the expected effort allocation with the faculty member for the upcoming year.
- **Some departments and/or colleges may set earlier dates than the ones listed below.**

DATE	Event
January 21	Generally, non-tenure track faculty members should submit their materials for annual evaluation four weeks prior to the departmental due date for recommendations to the college.
February 25	Deadline for departmental recommendations on non-tenure track annual evaluations to the College.
April 11	Deadline for College recommendations on non-tenure track annual evaluations to the Office of the Provost
May 16	Deadline for Provost recommendations on non-tenure track annual evaluations to be finalized in the online review system.

WORKSHOPS CALENDAR

Unless otherwise noted, all workshops will be held online.

Date/Time	Event
Fall 2021	
8/20, 1:00-2:30 p.m.	Interfolio Faculty Search Workshop
8/24, 9:30-11:00 a.m.	Interfolio Faculty Search Workshop
9/8, 3:30-5:00 p.m.	Interfolio Faculty Search Workshop
9/15, 3:00-4:15 p.m.	Elements Workshop
9/17, 9:00-10:30 a.m.	Tenure Track Faculty Promotion and Tenure Workshop
10/6, 3:30-5:00 p.m.	Non-Tenure Track Faculty Promotion Workshop
10/13, 4:00-5:00 p.m.	Interfolio Promotion and Tenure Preview & Input Session
10/15, 1:00-2:30 p.m.	TTF Associate Professor to Full Professor Promotion Workshop
11/10, 4:30-6:00 p.m.	Tenure Track Faculty Promotion and Tenure Workshop
11/16, 4:30-6:00 p.m.	Non-Tenure Track Faculty Promotion Workshop
11/18, 1:00-2:00 p.m.	Interfolio Promotion and Tenure Preview & Input Session
12/7, 4:00-5:00 p.m.	Periodic Post-Tenure Performance Review Information Session for Faculty
12/10, 11:00 - 12:00	Periodic Post-Tenure Performance Review Workshop for Review Committee
12/14, 9:30-10:30 a.m.	Periodic Post-Tenure Performance Review Workshop for Review Committee
12/15, 1:00-2:00 p.m.	Periodic Post-Tenure Performance Review Information Session for Faculty
Spring 2022*	
2/2, 2:00-3:30 p.m.	Tenure Track Faculty Promotion and Tenure Workshop
2/9, 1:00-2:30 p.m.	TTF Associate Professor to Full Professor Promotion Workshop
3/2, 4:30-6:00 p.m.	Non-Tenure Track Faculty Promotion Workshop
3/8, 4:30-6:00 p.m.	Tenure Track Faculty Promotion and Tenure Workshop
4/1, 1:00-2:30 p.m.	Non-Tenure Track Faculty Promotion Workshop
*Additional workshops will be added, including for Elements and the Interfolio P&T module	