

SUMMARY OF DEADLINES by action type

SABBATICAL APPLICATIONS ONLY (Faculty and Administrative ONLY. No Peer Review.)

OCTOBER

- MON 14** SABBATICALS, Intent to Apply, Faculty to Provost
- MON 21** SABBATICALS, Application and Eligibility, Provost to Faculty
- MON 28** SABBATICALS, Faculty Request to Chair

NOVEMBER

- MON 04** SABBATICALS, Chair to Dean
- MON 11** SABBATICALS, Dean to Provost

DECEMBER

- FRI 13** SABBATICALS, Faculty Notified, Board of Trustees decision

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EXTERNAL EVALUATIONS FOR TENURE APPLICANTS ONLY (FULL-TIME AND PART-TIME)

MONTHS and Days can be adjusted by Deans and Committees to be earlier if possible.

- AUG 30** Intent to Apply for Part Time (CCE) and Full Time Tenure
- SEP 6** Peer Review Committees solicit suggested external evaluators from Tenure applicants
- SEP 13** Deans and Peer Review Committees create external evaluator list per UFCT Contract
- SEP 16** Deans contact External Evaluators per UFCT Contract with initial contact letter
- OCT 4** Peer Review Committees initiate External Evaluation function in Interfolio for Evaluators
- NOV 15** Evaluators upload letter to their linked External Evaluator portal in Interfolio

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ARPT and EMERITI APPLICATIONS ONLY (Faculty, Peer Review Committee, Administrative)

DEADLINES: SCHOOL OF ARCHITECTURE PEER REVIEW COMMITTEE ONLY
PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

INTENT TO APPLY - SCHOOL OF ARCHITECTURE ONLY

AUGUST

- FRI 30** CCE (TENURE - ADJUNCT FACULTY): Faculty to Peer Review Chair
TENURE (FULL-TIME): Faculty to Peer Review Chair

SEPTEMBER

- TUE 03** ALL OTHER RANK AND/OR STATUS APPLICATIONS: Faculty to Peer Review Chair

APPLICATION MATERIALS DUE: SCHOOL OF ARCHITECTURE ONLY

- WED 09** CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee

CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Committee
EMERITI STATUS, Faculty Recommendations to Peer Review Committee
PROMOTION (in Rank), Faculty to Peer Review Committee

OCTOBER

MON 07 REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Committee
TENURE, Faculty to Peer Review Committee

SCHOOL OF ARCHITECTURE SUBCOMMITTEE (5 weeks to review)

Subcommittee Recommendation to Peer Review Committee

NOVEMBER

FRI 01 CCE for ADJUNCT FACULTY, Sub-Committee to Peer Review Committee
CHANGE OF STATUS (Visiting to Adjunct), Sub-Committee to Peer Review Committee
PROMOTION (in Rank), Sub-Committee to Peer Review Committee
REAPPOINTMENT (in 3rd and 5th Year), Sub-Committee to Peer Review Committee
TENURE, Sub-Committee to Peer Review Committee

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SUGGESTED DEADLINES: ALL PEER REVIEW COMMITTEES (EXCEPT ARCHITECTURE)

PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

INTENT TO APPLY FACULTY to PRC CHAIR

AUGUST

FRI 30 CCE for ADJUNCT FACULTY, Faculty to Peer Review Chair
TENURE, Faculty to Peer Review Chair

SEPTEMBER

FRI 06 CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Chair
EMERITI STATUS, Faculty Recommendations to Peer Review Chair
PROMOTION (in Rank), Faculty to Peer Review Chair
REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Chair

APPLICATION MATERIALS DUE: ALL SCHOOLS (EXCEPT ARCHITECTURE)

OCTOBER

TUES 1 CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee
TENURE, Faculty to Peer Review Committee

FRI 11 CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Committee
EMERITI STATUS, Faculty Recommendations to Peer Review Committee
PROMOTION (in Rank), Faculty to Peer Review Committee
REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Committee

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COURSE EVALUATIONS:

<Use these deadline IF your ARPT Department Guidelines REQUIRE Faculty Course Evaluations>

REQUIRED DEADLINES

OCTOBER

MON 21 FACULTY COURSE EVALUATIONS: REQUEST

Faculty Course Evaluations, PRC Chair to UFCT Faculty Actions Administrator (Jason Vigneri Beane)
(request via google form)

MON 28 FACULTY COURSE EVALUATIONS: TRANSMITTAL

Faculty Course Evaluations, UFCT Faculty Actions Administrator to PRC Chair
(via secure google drive)

NOVEMBER

MON 04 FACULTY COURSE EVALUATIONS: NOTIFICATION OF ADDITION TO APPLICATION

Faculty Course Evaluations, PRC Chair to Faculty (*PRC Chair to Upload Course Evaluations to Faculty Application in Interfolio and notify faculty via Interfolio email*)

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OFFICIAL ADMINISTRATIVE DEADLINES

(PRC LETTERS TO CHAIR, CHAIR, DEAN, PROVOST and FINAL BOT LETTERS)

for ARPT and EMERITI APPLICATIONS

DECEMBER

FRI 13

CCE for ADJUNCT FACULTY, Peer Review Committees to Chair
CHANGE OF STATUS (Visiting to Adjunct), Peer Review Committees to Chair
EMERITI STATUS, Faculty Recommendations to Chair
PROMOTION (in Rank), Peer Review Committees to Chair
REAPPOINTMENT (in 3rd and 5th Year), Peer Review Committees to Chair
TENURE, Peer Review Committees to Chair

JANUARY

FRI 31

(5 weeks to review + 2 holiday weeks)

CCE for ADJUNCT FACULTY, Chair to Dean
CHANGE OF STATUS (Visiting to Adjunct), Chair to Dean
EMERITI STATUS, Chair to Dean
PROMOTION (in Rank), Chair to Dean
REAPPOINTMENT (in 3rd and 5th year), Chair to Dean
TENURE, Chair to Dean

MARCH

FRI 14

(6 weeks to review)

CCE for ADJUNCT FACULTY, Dean to Provost
CHANGE OF STATUS, (Visiting to Adjunct), Dean to Provost
EMERITI STATUS, Dean to Provost
PROMOTION (in Rank), Dean to Provost

REAPPOINTMENT (in 3rd and 5th year), Dean to Provost
TENURE, Dean to Provost

APRIL

FRI 25

(6 weeks to review)

CCE for ADJUNCT FACULTY, Provost to Faculty
CHANGE OF STATUS (Visiting to Adjunct), Provost to Faculty
EMERITI STATUS, Provost to Faculty
PROMOTION (in Rank), Provost to Faculty
REAPPOINTMENT (in 3rd and 5th year), Provost to Faculty
TENURE, Provost to Faculty

MAY

FRI 16

CCE for ADJUNCT FACULTY, Faculty Notified BOT Decision
CHANGE OF STATUS (Visiting to Adjunct), Faculty Notified BOT Decision
EMERITI STATUS, Former Faculty Notified BOT Decision
PROMOTION (in Rank) (in Rank), Faculty Notified BOT Decision
REAPPOINTMENT (in 3rd and 5th year), Faculty Notified BOT Decision
TENURE, Faculty Notified BOT Decision