May 15, 2019

To: Department Chairs

 Department P&T Committee Chairs

From: Greg Frazier

 Senior Associate Dean

Re: Schedule for Promotion and Tenure Process 2019-2020

Below is the College of Business schedule of deadlines for the 2019 **Promotion and Tenure** process.

All parts of the process are done using Digital Measures. Candidates should follow the Provost’s format guidelines at: <http://www.uta.edu/provost/administrative-forms/tenure-promotion/>.

 July 1 Candidate should provide CV and a few of their articles to committee chair to send to

 external reviewers.

 Sep 4 Candidate completes dossier electronically in Digital Measures (DM).

 Sep 9 Dept. P&T Chair uploads external letters in DM.

 Sep 30 Department P&T Committee submits recommendation in DM.

 Oct 14 Dept. Chair drafts initial recommendation and meets with candidate to provide redacted external letters and the dept. P&T committee recommendation.

 Oct 21 Candidate provides response (optional) in DM.

 Oct 28 Department Chair submits final recommendation in DM.

 Nov 11 College P&T Committee submits recommendation in DM.

 Nov 13 Associate Dean verifies required materials in DM.

 Dec 9 Dean must be finished submitting recommendation in DM.

 P&T dossiers routed to Provost via Digital Measures.

 Late March President makes final decision

 Late Summer UT Board of Regents approves decisions