

## College of Information Reappointment, Promotion & Tenure Schedule for Academic Year 2017-18

2017						
ON OR AROUND DATE	Faculty	Dept PAC or RPTC	Dept Chair	College RPTC	Dean	External
<b>May</b>						
<b>April 19</b>			<ul style="list-style-type: none"> <li>• Provost Memo sent to Deans/Chairs for 2017- 2018 Faculty Development Leave</li> </ul>		<ul style="list-style-type: none"> <li>• Provost Memo sent to Deans/Chairs for 2017- 2018 Faculty Development Leave</li> </ul>	
<b>May</b>						
<b>May 31</b>			<ul style="list-style-type: none"> <li>• Informs Dean, Dept RPTC chair, and appropriate faculty about who is due or eligible to apply for RPT review.</li> </ul>		<ul style="list-style-type: none"> <li>• Sends COI P&amp;T calendar for next AY to chairs &amp; faculty</li> </ul>	
<b>June</b>						
<b>June 1</b>	<ul style="list-style-type: none"> <li>• Dossier A and B Preparation should be underway</li> </ul>		<ul style="list-style-type: none"> <li>• Meets with Dept RPTC to discuss RPTC's charge.</li> </ul>		<ul style="list-style-type: none"> <li>• Provost Memo sent to Deans for 2017-2018 Emeritus Faculty nominations</li> </ul>	
<b>June 14</b>	<i>See Page 12 for details on types of Dossier.</i>		<ul style="list-style-type: none"> <li>• Provost Memo sent to Deans/Chairs for 2018- 2019 Reappointments, Promotion, and/or Tenure for Tenure Track and Non Tenure Track faculty and librarians</li> </ul>		<ul style="list-style-type: none"> <li>• Provost Memo sent to Deans/Chairs for 2018- 2019 Reappointments, Promotion, and/or Tenure for Tenure Track and Non Tenure Track faculty and librarians</li> </ul>	
<b>June 14</b>			<ul style="list-style-type: none"> <li>• Associate Dean &amp; Chair Completed Evaluations turned into the Provost Office</li> </ul>		<ul style="list-style-type: none"> <li>• Associate Dean &amp; Chair Completed Evaluations turned into the Provost Office</li> </ul>	

**Legend**

Reappointment, Promotion, and/or Tenure (P&T) Review

Important Reappointment, Promotion, and/or Tenure (P&T) Review Dates and Deadlines

Other Tasks

Provost Office

**NOTE:** Check all dates as dates can change without notice.

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2017						
ON OR AROUND DATE	Faculty	Dept PAC or RPTC	Dept Chair	College RPTC	Dean	External
<b>July</b>						
<b>July 6</b>	<ul style="list-style-type: none"> <li>Informs Dept Chair and RPTC chair in writing of intent to apply for P&amp;T. States which set of criteria (if rev.) preferred [15.0.3.4]. Provides list of potential external reviewers [15.0.6.2].</li> <li>May reject external reviewers chosen by RPTC and Dept Chair [15.0.6.2]</li> </ul>	<ul style="list-style-type: none"> <li>Creates list of 5 potential reviewers suggested by candidate. RPTC. and Dept Chair [15.0.6.2]. informs candidate</li> <li>Finalizes list of 5 external reviewers; asks reviewers to commit [15.0.6.2]. Completes C13 [15.0.7]</li> </ul>	<ul style="list-style-type: none"> <li>Works with RPTC to create list of external reviewers [15.0.6.2]</li> <li>Works with RPTC to finalize list of external reviewers [15.0.6.2]</li> </ul>			
<b>July 15</b>	<ul style="list-style-type: none"> <li>Submit Dossier A (including C2, C3, &amp; C4) due to RPTC and Dept Chair [15.0.6.2]</li> </ul>	<ul style="list-style-type: none"> <li>Official request letter and dossier A to external reviewers [15.0.6.2]: reviewer deadline Sept 14</li> </ul>				<ul style="list-style-type: none"> <li>Begin external review of Dossier A</li> </ul>
<b>August</b>						
<b>August 1</b>	<i>See Page 12 for details on C1, C2, etc.</i>				<ul style="list-style-type: none"> <li>Recommendations for 2017-2018 Emeritus Faculty due to the Provost Office</li> </ul>	
<b>August 28</b>					<ul style="list-style-type: none"> <li>Formally announces P&amp;T successes and welcomes new faculty for new AY</li> </ul>	

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2017						
ON OR AROUND DATE	Faculty	Dept PAC or RPTC	Dept Chair	College RPTC	Dean	External
<b>September</b>						
<b>September 14</b>	<ul style="list-style-type: none"> <li>Submit Dossier B due in Chair's Office</li> </ul>	<ul style="list-style-type: none"> <li>RPTC and Dept Chair inform current and new faculty about policies, procedures, criteria, &amp; mentoring in writing [15.0.4, 15.0.5]</li> </ul>				<ul style="list-style-type: none"> <li>External reviewer recommendations of Dossier A due to RPTC</li> </ul>
	<ul style="list-style-type: none"> <li>If possible negative recommendations from RPTC, may request meeting with RPTC chair within 5 calendar days of notification [15.0.6.311]</li> </ul>	<ul style="list-style-type: none"> <li>Begins P&amp;T review</li> <li>Reviews dossier B and external recommendations [15.0.4, 15.0.5].</li> <li>Notifies candidate if considering negative recommendations [15.0.6.311]</li> <li>RPTC chair meets with candidate if requested</li> </ul>	<ul style="list-style-type: none"> <li>Meets individually with faculty to complete workload assignment;</li> <li>Meets with RPTC and current and new faculty</li> </ul>			
<b>September 21</b>	<ul style="list-style-type: none"> <li>All faculty submit updated "full" CVs to Dean and update Faculty Information (facultyinfo.unt.edu)</li> </ul>				<ul style="list-style-type: none"> <li>Faculty updated "full" CVs received</li> </ul>	
<b>September 29</b>					<ul style="list-style-type: none"> <li>Applications for 2018-2019 Faculty Development Leave due to Provost's Office [15.1.11]</li> </ul>	

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## College of Information Reappointment, Promotion & Tenure Schedule for Academic Year 2017-18

2017						
ON OR AROUND DATE	Faculty	Dept PAC or RPTC	Dept Chair	College RPTC	Dean	External
October						
October 2		<ul style="list-style-type: none"> <li>Begins reappointment review [15.0.3.2]; notifies candidate of recommendations</li> <li>RPTC chair meets with candidate if requested [15.0.6.311]</li> </ul>				
		<ul style="list-style-type: none"> <li>Dept PAC sends annual evaluation schedule to faculty</li> </ul>				
October 6			<ul style="list-style-type: none"> <li>Provost Memo sent to Deans/Chairs for 2018-2019 Distinguished Research Professorship, Distinguished Teaching Professorship, and Regents Professor nominations</li> </ul>		<ul style="list-style-type: none"> <li>Provost Memo sent to Deans/Chairs for 2018-2019 Distinguished Research Professorship, Distinguished Teaching Professorship, and Regents Professor nominations</li> </ul>	
October 16	<ul style="list-style-type: none"> <li>If possible negative recommendations from Dept Chair, may request meeting with Dept Chair within 5 calendar days of notification [15.0.6.311]</li> </ul>	<ul style="list-style-type: none"> <li>Submit recommendations to Dept Chair, signed by all members [15.0.6.311].</li> </ul>	<ul style="list-style-type: none"> <li>Begin review of RPT dossier B plus dossier C docs to date [15.0.4, 15.0.5].</li> <li>Drafts RPT summaries and recommendations (C5, C6, &amp; C8).</li> <li>Notifies candidate if considering negative recommendations [15.0.6.311]</li> <li>Meets with candidate if requested.</li> </ul>			

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2016						
ON OR AROUND DATE	Faculty	Dept PAC or RPTC	Dept Chair	College RPTC	Dean	External
<b>October</b>						
October 19						
October 30	<ul style="list-style-type: none"> <li>If any Dept-level recommendations is negative, may write letter of dissent (C11) within 3 calendar days of notification [15.0.6.311]</li> </ul>		<ul style="list-style-type: none"> <li>Notifies candidate in writing of both Dept RPTC &amp; Chair recommendations</li> <li>Submit dossier C files to COI RPTC and Dean [15.0.6.311]</li> </ul>	<ul style="list-style-type: none"> <li>Begins RPT review.</li> <li>RPTC chair meets with P&amp;T candidate if requested</li> </ul>	<ul style="list-style-type: none"> <li>Meets with COI RPTC to discuss RPTC's charge</li> </ul>	
			<ul style="list-style-type: none"> <li>Begins reappointment review</li> </ul>		<ul style="list-style-type: none"> <li>Begins RPT review</li> </ul>	
<b>November</b>						
November 1					Provost Memo to Deans/Chairs for list of full-time faculty leaving, resigning, or retiring from UNT.	

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**College of Information Reappointment, Promotion & Tenure Schedule for Academic Year 2017-18**

<b>2017</b>						
<b>ON OR AROUND DATE</b>	<b>Faculty</b>	<b>Dept PAC or RPTC</b>	<b>Dept Chair</b>	<b>College RPTC</b>	<b>Dean</b>	<b>External</b>
<b>December</b>						
<b>December 11</b>	<ul style="list-style-type: none"> <li>• If possible negative recommendation from College RPTC, may request meeting with College RPTC Chair within 5 calendar days of notification [15.0.6.311]</li> </ul>			<ul style="list-style-type: none"> <li>• Notifies candidate if considering negative recommendations [15.0.6.312]</li> <li>• Submit RPT recommendations to Dean, signed by all members (C9); sends to Dean [15.0.6.312]</li> </ul>		
	<ul style="list-style-type: none"> <li>• If possible negative recommendation from Dean, may request meeting with Dean within 5 calendar days of notification [15.0.6.312]</li> <li>• If any college-level recommendations is negative, may add letter of dissent (C11) within 3 calendar days of notification [15.0.6.312]</li> </ul>				<ul style="list-style-type: none"> <li>• Notifies candidate if considering negative recommendations [15.0.6.312]</li> <li>• Notifies candidate in writing of both COI recommendations; provides explanation if any COI recommendations is negative (cc Dept Chair) [15.0.6.312]</li> <li>• Meets with P&amp;T candidate if requested</li> </ul>	

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## College of Information Reappointment, Promotion & Tenure Schedule for Academic Year 2017-18

2018						
ON OR AROUND DATE	Faculty	Dept PAC or RPTC	Dept Chair	College RPTC	Dean	External
<b>January</b>						
January 8		<ul style="list-style-type: none"> <li>• Informs any new faculty about policies, procedures, criteria, &amp; mentoring in writing [15.0.4]</li> </ul>	<ul style="list-style-type: none"> <li>• Meets with RPTC and any new faculty</li> </ul>		<ul style="list-style-type: none"> <li>• Dossiers for 2018-2019 Reappointments, Promotion and/or Tenure for Tenure Track and Non-Tenure Track faculty and librarians submitted electronically to the Provost Office **no later than this date**</li> </ul>	<ul style="list-style-type: none"> <li>• Provost RPT review begins [15.0.6.313]</li> </ul>
January 24					<ul style="list-style-type: none"> <li>• Sends Regents Professorship [15.1.24] nomination to Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost begins Regents Professorship [15.1.24] review</li> </ul>
<b>February</b>						
February 1	<ul style="list-style-type: none"> <li>• Submit Dept PAC annual evaluation update materials</li> </ul>		<ul style="list-style-type: none"> <li>• Provost Memo sent to Deans/Chairs for 2018-2019 Modified Service requests</li> </ul>		<ul style="list-style-type: none"> <li>• Provost Memo sent to Deans/Chairs for 2018-2019 Modified Service requests</li> </ul>	
					<ul style="list-style-type: none"> <li>• Nominations for 2018-2019 Distinguished Research Professorship, Distinguished Teaching Professorship, and Regents Professor due to Provost Office</li> </ul>	

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## College of Information Reappointment, Promotion & Tenure Schedule for Academic Year 2017-18

2018						
ON OR AROUND DATE	Faculty	Dept PAC or RPTC	Dept Chair	College RPTC	Dean	External
<b>February</b>						
<b>February 14</b>	<ul style="list-style-type: none"> <li>• Probationary faculty 2nd-year review meeting [15.0.3.1]</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 2nd-year review: written recommendations and meeting with candidate, RPTC chair, and Dept Chair</li> </ul>	<ul style="list-style-type: none"> <li>• Probationary faculty 2nd-year review meeting</li> </ul>			•
<b>March</b>						
<b>March 1</b>		<ul style="list-style-type: none"> <li>• Reviews P&amp;T procedures &amp; criteria, including mentoring system and dossier standards; sends to Dean and Provost [15.0.4, 15.0.5]</li> </ul>				
<b>March 7</b>	<ul style="list-style-type: none"> <li>• If negative P&amp;T or Reappointment recommendations or decision by Provost, may appeal within 10 calendar days of notification [15.0.6.4]</li> </ul>					<ul style="list-style-type: none"> <li>• Provost notifications sent to 2018-2019 Reappointments, Promotion, and/or Tenure for Tenure Track and Non Tenure Track faculty and librarians from Provost [15.0.6.313]</li> </ul>

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2018						
ON OR AROUND DATE	Faculty	Dept PAC or RPTC	Dept Chair	College RPTC	Dean	External
<b>April</b>						
April 3					• Sends modified service [1.3.15] request to Provost	• Begins modified service [1.3.15] review
April 29					• Sends emeritus faculty [15.1.18] nomination to Provost	• Begins emeritus faculty [15.1.18] review
April 30		• Dept faculty select RPTC members for next AY per Dept charter [15.0.6.311]		• COI faculty select RPTC members for next AY per COI charter [15.0.6.312]		
<b>May</b>						
						• President sends P&T recommendations to Board of Regents, which makes final decision [15.0.6.313]
<b>June</b>						
June 1					• Provost Memo sent to Deans for 2017-2018 Emeritus Faculty nominations	

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**College of Information Reappointment, Promotion & Tenure Schedule for Academic Year 2017-18**

<b>2018</b>						
<b>ON OR AROUND DATE</b>	<b>Faculty</b>	<b>Dept PAC or RPTC</b>	<b>Dept Chair</b>	<b>College RPTC</b>	<b>Dean</b>	<b>External</b>
<b>June</b>						
<b>June 14</b>		<ul style="list-style-type: none"> <li>• Provost Memo sent to Deans/Chairs for 2018-2019 Reappointments, Promotion, and/or Tenure for Tenure Track and Non Tenure Track faculty and librarians</li> </ul>			<ul style="list-style-type: none"> <li>• Provost Memo sent to Deans/Chairs for 2018-2019 Reappointments, Promotion, and/or Tenure for Tenure Track and Non Tenure Track faculty and librarians</li> </ul>	
<b>June 29</b>					<ul style="list-style-type: none"> <li>• Associate Dean &amp; Chair Completed Evaluations turned into the Provost Office</li> </ul>	
<b>July</b>						
					<ul style="list-style-type: none"> <li>• Provost notifies P&amp;T candidate about final Board of Regents decision</li> </ul>	
<b>August</b>						
<b>August 1</b>					<ul style="list-style-type: none"> <li>•Recommendations for 2018-2019 Emeritus Faculty due to the Provost Office</li> </ul>	

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## College of Information Reappointment, Promotion & Tenure Schedule for Academic Year 2017-18

### 2017-18 Provost Deadline Calendar

Provost Deadline Date	Task (* indicates items that must be presented to the Board of Regents for final approval)
June 1, 2017	Memo sent to Deans for 2017-2018 Emeritus* Faculty nominations
June 14, 2017	Memo sent to Deans/Chairs for 2018-2019 Reappointments, Promotion, and/or Tenure* for Tenure Track and Non Tenure Track faculty and librarians
June 30, 2017	Associate Dean & Chair Completed Evaluations turned into the Provost Office
August 1, 2017	Recommendations for 2017-2018 Emeritus* Faculty due to the Provost Office
September 29, 2017	Applications for 2018-2019 Faculty Development Leave* due to Provost's Office
October 6, 2017	Memo sent to Deans/Chairs for 2018-2019 Distinguished Research Professorship, Distinguished Teaching Professorship, and Regents* Professor nominations
October 6, 2017	Memo sent to designated faculty undergoing review for 2018-2019 Distinguished Research Professorship, Distinguished Teaching Professorship, and Regents* Professor
November 1, 2017	Memo to Deans/Chairs for list of full-time faculty leaving, resigning, or retiring from UNT.
December 1, 2017	Report of full-time faculty leaving, resigning, or retiring from UNT, due to Faculty Success
January 8, 2018	Dossiers for 2018-2019 Reappointments, Promotion and/or Tenure* for Tenure Track and Non-Tenure Track faculty and librarians submitted electronically to the Provost Office
February 1, 2018	Memo sent to Deans/Chairs for 2018-2019 Modified Service* requests
February 1, 2018	Nominations for 2018-2019 Distinguished Research Professorship, Distinguished Teaching Professorship, and Regents* Professor due to Provost Office
February 1, 2018	Reviews for designated faculty undergoing review for 2018-2019 Distinguished Research Professorship, Distinguished Teaching Professorship, and Regents* Professor due to Provost Office
March 7, 2018	Notifications sent to 2018-2019 Reappointments, Promotion, and/or Tenure* for Tenure Track and Non Tenure Track faculty and librarians from Provost
April 2, 2018	Memo to Deans/Chairs for report of full-time faculty leaving, resigning, or retiring from UNT
April 2, 2018	Recommendations for 2018-2019 Modified Service* due to the Provost Office
April 19, 2018	Memo sent to Deans/Chairs for 2019-2020 Faculty Development Leave*
May 1, 2018	Report of full-time faculty leaving, resigning, or retiring from UNT, due to Faculty Success
June 1, 2018	Memo sent to Deans for 2018-2019 Emeritus* Faculty nominations
June 14, 2018	Memo sent to Deans/Chairs for 2019-2020 Reappointments, Promotion, and/or Tenure* for Tenure Track and Non Tenure Track faculty and librarians
June 29, 2018	Associate Dean & Chair Completed Evaluations turned into the Provost Office

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## College of Information Reappointment, Promotion & Tenure Schedule for Academic Year 2017-18

August 1, 2018	Recommendations for 2018-2019 Emeritus* Faculty due to the Provost Office
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<b>Board of Regents Presentation Dates (Dates are Subject to Change)</b>	
November 2017	2017-2018 Emeritus Faculty Nominations
February 2018	2018-2019 Faculty Development Leave Requests
May 2018	Tenure, Regents Professor appointments, and Regents Professor renewals (effective 9-1-18)
August 2018	Report of Modified Service Faculty Workload and Salaries
November 2018	2018-2019 Emeritus Faculty Nominations
February 2019	2019-2020 Faculty Development Leave Requests
May 2019	Tenure, Regents Professor appointments, and Regents Professor renewals (effective 9-1-19)
August 2019	Report of Modified Service Faculty Workload and Salaries

NOTE: 1) While we hope to make every effort to follow the calendar, please make note that some dates may be subject to change.

2) If the deadline date falls on a date the University is closed for business, the deadline date will be the next open business day of the University.

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## College of Information Reappointment, Promotion & Tenure Schedule for Academic Year 2017-18

### Three types of RPT dossiers

		<b>Compiled by</b>	<b>Content, Format, &amp; Standards</b>	<b>Retained in</b>	<b>Reviewed by</b>
A.	<b>External</b> [15.0.6.2]	Candidate (P&T only)	Abridged documentation in digital format, including C2,C3,& C4, per Dept. RPTC standards. At time dossier A is sent to external reviewers, all dossiers (A, B, and C) are closed (no new material) [15.0.6.2].	Chair's Office (1 copy)	External reviewers (5 copies sent by Dept. RPTC or Dept. Chair to External Reviewers)
B.	<b>Internal</b> [15.0.6.311]	Candidate (RPT, P&T)	Full documentation in paper and/or digital format, per Dept. RPTC standards	Chair's Office	Dept. RPTC and Dept. Chair
C.	<b>Official</b> [15.0.7]	Dean (RPT, P&T)	UNT forms, abridged documentation, and recommendations in digital pdf format, per UNT policy (see below)	Dean's Office	COI RPTC, Dean, and Provost

### C. Official Dossier: Documents

Below is the order from UNT policy [15.0.7].

Documents in COI schedule above are referred to as C1, C2, etc.

<u>Document</u>	<u>Completed by</u>
1. UNT checklist [VPAA 170]	Dept. RPTC
2. UNT information form [VPAA 174]	Dept. RPTC
3. Curriculum vita	Candidate
4. Self-evaluation [750 words]	Candidate
5. Dept. P&T requirements	Dept. RPTC
6. Summary of annual evaluations	Dept. Chair
7. Summary evaluation of teaching	Dept. Chair
8. Dept. RPTC recommendation	Dept. RPTC
9. Dept. Chair recommendation	Dept. Chair
10. College RPTC recommendation	COI RPTC
11. Dean recommendation	Dean
12. Letters of dissent [if any]	Candidate
13. External review letters [5]	Dept. RPTC
14. UNT external reviewer info [VPAA 172]	Dept. RPTC

#### Notes:

- Documents are added at each stage in the review process.
- Digital copies are submitted to the next internal reviewer and the Dean.
- Original recommendation letters are stored in the Dean's Office.
- **Recommendation letters are not shared with candidates.**
- The Dean's Office compiles the final pdf file to submit to the Provost.
- The Dean's Office retains the final pdf file.

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