

USF College of Medicine Promotion and Tenure Timetable 2011-12

May 11, 2011	Notice to Faculty with timetable and invitation to Promotion and Tenure Workshop.
June 22, 2011	Promotion and Tenure Workshop. – 8:00 a.m., MDL 1003
August 1, 2011	Names of Reviewers due in Faculty and Academic Affairs. ¹
August 1, 2011	Departmental Data Sheets due in Faculty and Academic Affairs.
August 1, 2011	Tenure/Promotion application available online. ²
August 19, 2011	Letters sent to Reviewers by Faculty and Academic Affairs.
September 19, 2011	SharePoint to be available for staff to post application documents and begin retrieval of external reviewer letters received to date.
September 23, 2011	Review letters due in Faculty and Academic Affairs. ¹
September 30, 2011	Applications ready for Department APT Committee review.
September 30–October 11, 2011	Department APT Committee review.
October 12, 2011 – 5:00 PM	<ul style="list-style-type: none"> • Completed electronic applications to be posted to SharePoint. SharePoint will not be available to departments after this date. • Signature Page Binders Due in Faculty and Academic Affairs.
October 13-31, 2011	Applications prepared for College APT Committee members.
November 1 - December 6, 2011	College APT Committee initial review.
December 7-8, 2011	College APT Committee Review Meeting. <i>(Dec. 8 only if necessary).</i>
December 14, 2011	Chair Appeal Sessions <i>(if necessary).</i>
December 14, 2011	College APT Committee process complete.
December 16, 2011	Applications due in Dean's Office for review and recommendation.
January 2012	College APT Committee meets with Sr. Vice President, USF Health.
January 23 – February 3, 2012	Candidate review of application ratings and evaluations.
February 20, 2012	Applications due in Sr. Vice President's Office.
March – April 2012	Letters to candidates from Sr. Vice President, USF Health.
March – April 2012	Materials are due to USF Provost's Office.
May - June 2012	USF Board of Trustees Meeting.
May - June 2012	Letters to candidates from President Genshaft.
August 2012	Approved promotions and tenure become effective.

¹ Excludes Faculty in the Department of Oncologic Sciences, who should follow departmental instructions.

² Date Approximate. Availability of application pending release from USF Provost's Office.