

College of Nursing
Appointment, Promotion and Tenure Committee
Promotion and Tenure Timetable
2019-2020

Due Date (no later than)	Item	Completed Date / By
July 2019	P&T Workshop, if needed, time and place	
July mtg 2019	APT notifies eligible faculty and provides 1) Timetable 2) External Reviewer Recommendation Form 3) Instructor Application	
July 26 2019	List of Reviewers due to APT from candidates. Packet includes CV, five samples/publications, other	
August 1 2019	P&T application released and provided to eligible faculty	
August mtg 2019	APT committee reviews and approves (and/or recommends additional) external reviewers.	
August 31 2019	Dean reviews/approves/recommends additional reviewers	
Sept 1 2019	Solicit External Reviewers - request sent from APT Chair	
Sept 15 2019	Completed Application due from P&T candidates	
Nov 1 2019	Letters due from External Reviewers	
Nov 1-15 2019	Review Period – completed applications available for review and contributions by supervisor and/or Associate/Vice Dean	
Nov mtg 2019	Select APT members to draft Summary Narrative Statements	
Nov 7-30 2019	Review Period – completed applications available for review by APT and/or tenured faculty (applicants and supervisors will be notified on denials)	
Dec 1 2019	Voting - Tenured and non-tenured faculty review; ballots cast and counted	
Dec 4 2019	Summary Narrative Statements – prepared/completed by APT	
Dec 10 2019	APT Chair meets with the Dean	
Dec 15 2019	Completed applications with recommendations due to Dean for review and recommendation; College APT Process Complete	
Jan 2020	Dean meets with faculty for formal review and signing	
Mar 2 2020	Applications due in Sr. Vice President's office (HARD DEADLINE)	
Mar-Apr 2020	Letters to candidates from Sr. Vice President, USF Health	
June 2020	USF Board of Trustee's meeting – Letters sent from President Currall	
Aug 7 2020	Approved promotions and tenure actions become effective	