

Key Date/ Deadline	Arts and Sciences	Business	Education	Library	Action
June 6, 2011	X	X	X	X	Faculty member submits official declaration of intent to apply for tenure & promotion (T&P), including list of potential external reviewers to Department Chair (email is acceptable) with copy to Dean.
June 17, 2011	X	X	X	X	Letters of Invitation are mailed to external reviewer
July 3, 2011	X	X	X	X	T&P Application is available
July 19, 2011	X	X	X	X	Scholarly/research packets are mailed to external reviewers with request to receive back the written reports by Sept. 6, 2011
September 12, 2011	X				Completed T&P Applications due in Dean's office
October 3, 2011	X				Department Committee reports due to Dean's Office
October 13, 2011	X				Candidate response to Department Committee report due (10 days maximum)
October 28, 2011	X				Department Chair reports due to Dean's Office
October 28, 2011		X	X		Completed T&P Applications due in Dean's office
October 28, 2011				X	Completed Promotion Application due in Dean's office
November 7, 2011	X				Candidate response to Department Chair report due (10 days maximum)
November 28, 2011	X	X	X	X	College T&P Committee reports due to the Dean's Office; Library Promotion Committee report due to Dean
December 8, 2011	X	X	X	X	Candidate response to College T& P Committee/Library Promotion Committee report due (10 days maximum)
December 30, 2011	X	X	X	X	Deans reports due
January 9, 2012	X	X	X	X	Candidate response to Dean's report due (10 days maximum)
January 10, 2012	X	X	X	X	T& P/Promotion applications due to Vice Chancellor for Academic Affairs
January 12, 2012	X	X	X		T&P Applications to USFSP T&P Committee
February 24, 2012	X	X	X		USFSP T&P Committee reports due to Vice Chancellor

March 9, 2012	X	X	X		Candidate response to USFSP T&P Committee due (10 days)
Late March, 2012	X	X	X	X	Vice Chancellor T&P/Library Promotion recommendations
Early April, 2012	X	X	X	X	Candidate response to Vice Chancellor recommendations (10 days max from receipt)
April, 2012	X	X	X	X	Vice Chancellor recommendations to Chancellor
April, 2012	X	X	X		Chancellor T&P recommendations to President
May, 2012	X	X	X		Tenure materials due to Board of Trustees ACE Workgroup
May, 2012	X	X	X		ACE Workgroup review of tenure recommendations
June, 2012	X	X	X		USF Board of Trustees meeting- Tenure actions
June/July, 2012	X	X	X		T&P Letters sent from the President