

USF Morsani College of Medicine

**Progress Toward Tenure Review**

**TIMETABLE FOR DEPARTMENT REVIEW ONLY**

**2018**

<b>April 9, 2018</b>	Letters are sent Department Chairs with procedures and list of faculty who are to participate in the mid-tenure review process.
<b>April 9, 2018</b>	Notices are sent to faculty to let them know they are to complete the mid-tenure review process.
<b>April 9 - May 7, 2018</b>	Completed portfolios are submitted to the Department Administrator for review by the Department APT Committee and Department Chair.
<b>May 7 – May 18, 2018</b>	Department APT Committee and Department Chair reviews to be completed.
<b>May 21 – June 15, 2018</b>	Department Chair will meet with faculty to discuss the outcome of the mid-tenure review. Department Chair to write a summary of the discussion, to be signed by the Department Chair and faculty.
<b>By July 2, 2018</b>	Department Administrator submits a copy of the complete portfolio to the Office of Faculty and Academic Affairs to be placed in employee file.

USF Morsani College of Medicine

**Progress Toward Tenure Review**

**TIMETABLE WITH DEPARTMENT AND COLLEGE-LEVEL REVIEW**  
**2018**

<b>April 9, 2018</b>	Letters are sent Department Chairs with procedures and list of faculty who are to participate in the mid-tenure review process.
<b>April 9, 2018</b>	Notices are sent to faculty to let them know they are to complete the mid-tenure review process.
<b>April 9 - May 7, 2018</b>	Completed portfolios are submitted to the Department Administrator for review by the Department APT Committee and Department Chair.
<b>April 9 – May 7, 2018</b>	Department Administrator to send list of faculty who request College-level review to the Office of Faculty and Academic Affairs (OFAA). OFAA notifies College APT Committee that mid-tenure portfolios to be reviewed.
<b>May 7 – May 18, 2018</b>	Department APT Committee and Department Chair reviews to be completed.
<b>May 21 – June 15, 2018</b>	Department Chair will meet with faculty to discuss the outcome of the mid-tenure review. Department Chair to write a summary of the discussion, to be signed by the Department Chair and faculty.
<b>By July 2, 2018</b>	Department Administrator submits a copy of the complete portfolio to the Office of Faculty and Academic Affairs to be placed in employee file.
<b>By July 2, 2018</b>	Portfolios are submitted to the College APT Committee for review.
<b>July 18, 2018</b>	Portfolios will be discussed at the regularly scheduled meeting of the College APT Committee. Committee Chairperson will write and sign a narrative.
<b>July 23, 2018</b>	Portfolios are submitted to the Vice Dean for review.
<b>August 2018</b>	Vice Dean meets with faculty for discussion.