

2019-2020 Timeline

Promotion and Tenure Application Review Process

2019	
March 4	<ul style="list-style-type: none"> ▪ Registration opens to submit application for promotion and/or tenure.
May 1	<ul style="list-style-type: none"> ▪ Last day to register for promotion and/or tenure. Deadline is 11:00 p.m.
July	<ul style="list-style-type: none"> ▪ Summer Retreat for SoM APT Committees (KC and Wichita) to meet about review guidelines.
August 1	<ul style="list-style-type: none"> ▪ Deadline for Department APT Committees to meet. The committee chair will inform their Department Chair of the committee decisions of applicant support.
August 31	<ul style="list-style-type: none"> ▪ Deadline for all materials to be uploaded to individual SharePoint folders. SharePoint access will be removed at 11:00 p.m. ▪ Deadline to enter all referee contact information in SharePoint. ▪ Deadline to submit the required Department APT Committee Letter, Department Chair Letter (and Division letter if applicable) for all applicants. <i>Letters must be submitted to apt@kumc.edu.</i>
September	<ul style="list-style-type: none"> ▪ FAD will begin contacting referees to request reference letters. ▪ SoM APT Committees begin the review process. Applicants are reviewed twice, once by the KC Committee and once by the Wichita Committee.
October	<ul style="list-style-type: none"> ▪ Deadline to receive all requested reference letters.
November	<ul style="list-style-type: none"> ▪ APT Committee review meetings are completed by month end.
2020	
January	<ul style="list-style-type: none"> ▪ Joint SoM APT Committee Meeting (KC and Wichita) is held to finalize recommendations. ▪ Joint Meeting results are presented to the SoM Executive Dean who reviews all recommendations and materials for finalization of the promotion decision.
February	<ul style="list-style-type: none"> ▪ SoM Executive Dean's final recommendations are forwarded to the Vice Chancellor for Academic and Student Affairs. Department chairs are informally notified of recommendations. ▪ All recommendations will be notified by letter from the SoM Executive Dean. These letters will be distributed by the department chair. ▪ Not Recommended Notification: The letter to faculty whose promotion and/or tenure application was not recommended will also include information about the right to appeal the decision. ▪ Appeal Deadline: Two weeks after the not recommended letters are distributed, the faculty member may file a procedural appeal with the Vice Chancellor for Academic and Student Affairs. After the two-week period ceases, appeal hearings are held. Appeal information is detailed in the KUMC Handbook for Faculty, pages 95-100 (April 27, 2016 revision).
February-March	<ul style="list-style-type: none"> ▪ The Vice Chancellor for Academic and Student Affairs submits promotion recommendations to the KUMC Executive Vice Chancellor (EVC) and recommendations are forwarded to the KU Chancellor for final approval.
March-April	<ul style="list-style-type: none"> ▪ The Chancellor finalizes the recommendations and communicates the decisions to the EVC. The EVC notifies individual faculty members in writing, with a copy to the applicant's Chair. The Chancellor presents the approved list of promoted/tenured faculty members to the Kansas Board of Regents and sends the official letter of congratulation to the applicants.
June	<ul style="list-style-type: none"> ▪ Annual Promotion and Tenure recognition breakfast.
July	<ul style="list-style-type: none"> ▪ Promotion and/or Tenure is effective July 1, 2020.