# 2020-2021 Timeline
## Promotion and Tenure Process

### 2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tr>
<td>March</td>
<td>▪ Registration opens to submit application for promotion and/or tenure.</td>
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<td>May</td>
<td>▪ Last day to register for promotion and/or tenure. Deadline is 5:00 p.m.</td>
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| July    | ▪ Summer Meeting for SoM APT Committees to review guidelines.  
          o SoM APT Committees: Kansas City (KC), Wichita (WI) |
| August  3 | ▪ Deadline for Department APT Committees to meet. The committee chair will inform their  
          Department Chair of the committee decisions of applicant support. |
| August  31 | ▪ 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.  
          ▪ **Letters must be submitted to abasgall2@kumc.edu.** |
| September | ▪ 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 WI Committee. |
| October | ▪ Deadline to receive all requested reference letters. |
| November | ▪ APT Committee review meetings are completed by month end. |

### 2021

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| January | ▪ Joint SoM APT Committee Meeting (KC and WI) 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 | ▪ 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 | ▪ 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 | ▪ 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 | ▪ Annual Promotion and Tenure recognition breakfast. |
| July | ▪ Promotion and/or Tenure is effective **July 1, 2021.** |