<table>
<thead>
<tr>
<th>Year</th>
<th>Event Description</th>
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<td>2020</td>
<td><strong>March 2</strong>&lt;br&gt;Registration opens to submit application for promotion and/or tenure.</td>
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<td><strong>May 1</strong>&lt;br&gt;Last day to register for promotion and/or tenure. Deadline is 6:00 p.m.</td>
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<td><strong>July</strong>&lt;br&gt;Summer Meeting for SoM APT Committees to review guidelines.&lt;br&gt;  o SoM APT Committees: Kansas City (KC), Wichita (WI)</td>
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<td><strong>August 3</strong>&lt;br&gt;Deadline for Department APT Committees to meet. The committee chair will inform their Department Chair of the committee decisions of applicant support.</td>
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<td><strong>August 31</strong>&lt;br&gt;Deadline for all materials to be uploaded to individual SharePoint folders. SharePoint access will be removed at 11:00 p.m.&lt;br&gt;Deadline to enter all referee contact information in SharePoint.&lt;br&gt;Deadline to submit the required Department APT Committee Letter, Department Chair Letter (and Division letter if applicable) for all applicants.&lt;br&gt;Letters must be submitted to <a href="mailto:abasgall2@kumc.edu">abasgall2@kumc.edu</a>.</td>
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<td><strong>September</strong>&lt;br&gt;FAD will begin contacting referees to request reference letters.&lt;br&gt;SoM APT Committees begin the review process. Applicants are reviewed twice, once by the KC Committee and once by the WI Committee.</td>
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<td><strong>October</strong>&lt;br&gt;Deadline to receive all requested reference letters.</td>
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<td><strong>November</strong>&lt;br&gt;APT Committee review meetings are completed by month end.</td>
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<td>2021</td>
<td><strong>January</strong>&lt;br&gt;Joint SoM APT Committee Meeting (KC and WI) is held to finalize recommendations.&lt;br&gt;Joint Meeting results are presented to the SoM Executive Dean who reviews all recommendations and materials for finalization of the promotion decision.</td>
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<td><strong>February</strong>&lt;br&gt;SoM Executive Dean's final recommendations are forwarded to the Vice Chancellor for Academic and Student Affairs. Department chairs are informally notified of recommendations.&lt;br&gt;All recommendations will be notified by letter from the SoM Executive Dean. These letters will be distributed by the department chair.&lt;br&gt;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.&lt;br&gt;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 <a href="https://kumc.edu/">KUMC Handbook for Faculty</a>, pages 95-100 (April 27, 2016 revision).</td>
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<td><strong>February-March</strong>&lt;br&gt;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.</td>
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<td><strong>March-April</strong>&lt;br&gt;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.</td>
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<td><strong>June</strong>&lt;br&gt;Annual Promotion and Tenure recognition breakfast.</td>
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<td><strong>July</strong>&lt;br&gt;Promotion and/or Tenure is effective July 1, 2021.</td>
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