



University of Tennessee, Knoxville Faculty Evaluation Calendar 2022-2023

Faculty Evaluation Resources

Faculty Handbook: <https://facultyhandbook.utk.edu/>

Evaluation systems:

- Promotion and Tenure (Interfolio)
 - System login: <http://tiny.utk.edu/interfolio>
 - Resources: <https://provost.utk.edu/tenure-promotion-unit-head-resources/>
- Annual Performance and Planning Reviews
 - System login: <https://webapps.utk.edu/Provost/FacultyReview/login.aspx>
 - Resources: https://provost.utk.edu/appr_tenure_promotion/
- Periodic Post-Tenure Performance Reviews
 - System login: <https://webapps.utk.edu/Provost/PPPR/>
 - Resources: <https://provost.utk.edu/pppr/>

Important Notes:

- In order to meet UT System deadlines, some dates listed below have been shifted to earlier dates than previous years. **Further shifts may occur in AY 23-24.**
- Some departments and/or colleges may set earlier dates than those listed below.
- The APPR system will be available for the 2022-2023 review cycle on approximately August 1, 2022.

Evaluation and Promotion Calendar – Tenure-Track/Tenured Faculty

Promotion and Tenure Review

- Beginning AY 22-23 Promotion and Tenure cases are processed in Interfolio. Visit <https://provost.utk.edu/tenure-promotion-unit-head-resources/> for helpful resources.
- Faculty members who wish to be considered for promotion and tenure before the year indicated in the letter of appointment must obtain written approval before submitting their dossier for review.
 - Faculty who have suspended clocks and want to be considered at the original date need approval from the Office of the Provost.

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- Faculty who have extensions and want to be considered at the original date do not need approval from the Office of the Provost.

DATE	EVENT
June 1	Requests for early P&T review for the 2022-2023 review cycle due to the Office of the Provost. Requests will be evaluated on a rolling basis as they are received. June 1, 2022 is the last day to submit requests.
August 1	Colleges return verified lists of faculty who are going up for promotion and/or tenure to the Office of the Provost.
September 1	Promotion and tenure review committees finalized.
September 30	Latest deadline for submission of faculty dossier and supporting materials in Interfolio.
October 31	Department Review Committee's recommendations due.
November 30	Colleges with departments: Department Head's recommendations due. Colleges without departments: College Review Committee's recommendations due.
January 27	Colleges with departments: College Review Committee recommendations due. Colleges without departments: Intercollegiate Review Committee recommendations due.
February 15	Requests for early P&T review for the 2023-2024 review cycle as well as verified lists of faculty who are going up for promotion and/or tenure due to the Office of the Provost. Requests will be evaluated on a rolling basis as they are received. February 15, 2023 is the last day to submit requests.
March 3	Dean's recommendations due for colleges submitting less than 15 cases . Partial submissions prior to this deadline are welcome.
March 20	Dean's recommendations due for colleges submitting 15 or more cases . Partial submissions prior to this deadline are welcome.
March 21 – May 12	Provost and Chancellor review of cases.
April 17	P&T cases made available to candidates for the 2023-2024 review cycle.
Late June	Board of Trustees action on 2022-2023 tenure recommendations. All final communications of promotion and tenure decisions sent in July.

Annual Performance and Planning Reviews (APPR), Retention Reviews (RR), and Enhanced Tenure-Track Reviews (ETTR)

- All **tenured** faculty members who are not on leave must be evaluated each academic year, including in the year they are being considered for promotion and/or tenure. (*See Faculty Handbook section 3.8.1.*)
- Faculty on leave during the fall semester should have their review during the spring semester.
- Faculty in their **probationary period (i.e., tenure-seeking)** will have a combined Retention Review and annual review each fall at the start of their second probationary year. (*See Faculty Handbook sections 3.8.1 and 3.11.4.5.*)
- Faculty in their **probationary period** are required to have an Enhanced Tenure-Track Review (ETTR) in their third or fourth year. The ETTR may extend past the fourth year for faculty who have received a suspension or extension. (*See Faculty Handbook section 3.11.4.6.*)
- **Reminder:** Faculty members have 14 calendar days to respond to each level of review.

- Please see the following document for additional information about the assignment of ratings: <https://provost.utk.edu/wp-content/uploads/sites/10/2019/09/UTK-APPR-Ratings-Guide-.pdf>.

DATE	Event
September 19	Faculty materials for annual evaluation and retention due to Department.
October 17	Suggested date retention reviews and enhanced reviews due to the Department Head.
November 9	Colleges with departments: Department Head's recommendations on annual reviews and retention reviews due to the college. Colleges without departments: Retention reviews and enhanced reviews due to the Dean.
November 30	Dean's recommendations due to the Office of the Provost for any faculty in the <u>second year of their probationary period</u> whose appointment <u>will not</u> be renewed. (See Faculty Handbook 3.11.4.4 for dates related to notice of non-renewal.)
January 3	Dean's recommendations due to the Office of the Provost.

Periodic Post-Tenure Performance Review (PPPR)

- Except where applicable according to the UTK Faculty Handbook, each tenured faculty member must undergo a comprehensive performance review no less often than every six years.
- The Periodic Post-Tenure Performance Review (PPPR) shall not substitute for the Annual Performance and Planning Review in the year a faculty member is scheduled for PPPR.

DATE	EVENT
September 16	College nominations for PPPR reviewees and reviewers due to the Office of the Provost.
October 21	All PPPR Committees appointed.
December 16	All evaluation materials uploaded to the PPPR System by faculty under review, Department Head, and Office of the Provost.
January 13	Evaluation materials made available to PPPR Committee.
March 10	PPPR Committee reports due.
March 27	Faculty and Department Head responses due to the Dean.
April 10	Dean's response due to the Office of the Provost.

Faculty Development Leave

DATE	EVENT
September 30	Deadline for faculty to submit applications to colleges.
November 1	Deadline for colleges to submit requests to the Office of the Provost.

See <https://provost.utk.edu/faculty-leave/> for more information.

Evaluation and Promotion Calendar – Non-Tenure Track Faculty

Non-Tenure Track Faculty Promotion Review

DATE	EVENT
November 11	Requests for early promotion review consideration for the 2022-2023 review cycle as well as anticipated list of faculty who are going up for promotion due to the Office of the Provost. Requests will be evaluated on a rolling basis as they are received. November 11, 2022 is the last day to submit requests.
January 27	Latest deadline for submission of faculty dossier and supporting materials.
March 24	Department recommendations due.
May 12	Dean's recommendations due for colleges submitting less than 15 cases . Partial submissions prior to this deadline are welcome.
May 22	Dean's recommendations due for colleges submitting 15 or more cases . Partial submissions prior to this deadline are welcome.
May 23 – June 30	Provost review of cases.

Annual Performance and Planning Review of Non-Tenure-Track Faculty

- All regular, full-time, non-tenure track faculty, beyond their first year of employment, must be evaluated each year using the online Faculty Review System.
- A non-tenure-track faculty member must have annual evaluations for every year under review to be considered for promotion.
- In the review, supervisors should clearly document the faculty member's allocation of effort in each of the areas of teaching, research/scholarship, and service during the review period and only evaluate faculty in these areas. Supervisors should also review the expected effort allocation with the faculty member for the upcoming year.

DATE	Event
February 1	Faculty materials for annual review due to department or college.
March 8	Department Head's recommendations on non-tenure track annual evaluations due to the Dean.
April 26	Dean's recommendations on non-tenure track annual evaluations due to the Office of the Provost