UTK AY 2023-2024 Faculty Evaluation Calendar*
*UTIA follows a different calendar except for TTF Promotion and Tenure.

TTF APPRs, RRs, and ETTRs^	Open	Close
Department Head Review		10/16/23
Faculty Response Period*	10/17/23	10/31/23
Dean's Review**		12/8/23
Faculty Response Period*	12/9/23	12/22/23
Provost's Review		1/26/24

*Reviews will move forward on rolling basis and most will arrive to the next level before the close date.
Dean's recommendations of **non-retention for faculty in the **second** year of their probationary period due to the Office of the Provost by 11/30.
*Colleges are free to set their own internal deadlines for APPRs, RRs, and ETTRs as long as all Dean Reviews are completed by 12/8/23.

Notes

Use Online Faculty Review System (OFRS) for APPRs and RRs.
Use Interfolio for Promotion and Tenure, Faculty Development Leave, PPPR.

OFRS Login: https://webapps.utk.edu/Provost/FacultyReview/login.aspx
Interfolio Login: http://tiny.utk.edu/interfolio

Faculty Development Leave		Close
Requests Due to the Provost's Office		10/31/23

PPPR	Open	Close
List of Faculty Undergoing Review		9/15/23
List of Faculty Nominees for Reviewer Pool		9/15/23
Committees Appointed by Provost's Office		10/15/23
Materials Due (Faculty, Dept. Head)		12/15/23
Cases Available to Committees		1/12/24
Committee Review	1/22/24	3/4/24
Faculty and DH Response/Review Period	3/11/24	3/25/24
Dean's Review Period	4/1/24	4/15/24
Provost's Review Period	4/22/24	5/22/24

Promotion and Tenure	Open	Close	Elapsed Time	Notes
Packet Creation	4/3/23	9/27/23	6 months	Packets should be checked and ready for internal review by 9/27/23.
DRC Review Period	10/2/23	10/30/23	4 weeks	
Faculty Response Period	10/31/23	11/14/23	14 days	As cases are ready, they will be sent to DHs.
DH Review Period	11/6/23	11/28/23	3 weeks	Min: 2 weeks (11/14-11/28)
Faculty Response Period	11/29/23	12/13/23	14 days	As cases are ready, they will be sent to CRCs.
CRC/ICR Review Period	12/6/23	1/19/24	5 weeks	Excludes one week of university closure
Faculty Response Period	1/22/24	2/5/24	14 days	As cases are ready, they will be sent to Deans.
Dean Review Period	1/29/24	2/26/24	4 weeks	Min: 3 weeks (2/5-2/26)
Faculty Response Period	2/27/24	3/12/24	14 days	As cases are ready, they will be sent to Provost.
Provost's Review Period	3/5/24	3/29/24	3.5 weeks	Min: 2.5 weeks
Faculty Response Period	4/1/24	4/15/24	14 days	As cases are ready, they will be sent to Chancellor.
Chancellor's Review Period	4/8/24	4/26/24	2.5 weeks	
Packets Due to UT System		4/26/24		

AY 24-25				
Early Promotion and Tenure Requests Due		2/16/24		
Promotion and Tenure Lists Due		2/16/24		Include those with early requests pending

NTTF Promotion

Colleges with Depts.	Open	Close	Elapsed Time
NTTF Promotion Lists and Early Requests		9/1/23	
Packet Creation*	9/15/23	12/15/23	3 months
DRC Review Period	1/16/24	2/6/24	3 weeks
Faculty Response Period	2/7/24	2/21/24	14 days
DH Review Period	2/14/24	3/6/24	3 weeks
Faculty Response Period	3/7/24	3/21/24	14 days
CRC Review Period	3/22/24	4/12/24	3 weeks
Faculty Response Period	4/15/24	4/29/24	14 days
Dean Review Period	4/22/24	5/13/24	3 weeks
Faculty Response Period	5/14/24	5/28/24	14 days
Provost's Review Period	5/21/24	6/11/24	4 weeks

*Cases checked and ready for internal review by 1/16/24

Colleges without Depts. (1)	Open	Close
NTTF Promotion Lists and Early Requests		9/1/23
Packet Creation*	9/15/23	12/15/23
CRC Review Period	1/16/24	2/6/24
Faculty Response Period	2/7/24	2/21/24
Dean Review Period	2/14/24	3/6/24
Faculty Response Period	3/7/24	3/21/24
Provost Review Period	3/22/24	4/29/24

*Cases checked and ready for internal review by 1/16/24

Colleges without departments can select from Schedule (1) or Schedule (2).
Decisions must be communicated to Faculty Affairs by 9/1/23.

Colleges without Depts. (2)	Open	Close
NTTF Promotion Lists and Early Requests		9/1/23
Packet Creation*	11/1/23	3/1/24
CRC Review Period	3/8/24	4/12/24
Faculty Response Period	4/15/24	4/29/24
Dean Review Period	4/22/24	5/13/24
Faculty Response Period	5/14/24	5/28/24
Provost Review Period	5/21/24	6/11/24

*Cases checked and ready for internal review by 3/1/24

NTTF APPR ^	Open	Close
Department Head Review		2/26/24
Faculty Response Period*	2/27/24	3/12/24
Dean's Review		4/3/24
Faculty Response Period*	4/4/24	4/18/24
Provost's Review		5/17/24

*Reviews will move forward on rolling basis and most will arrive to the next level before the close date.

*Colleges are free to set their own internal deadlines as long as all Dean Reviews are completed by 4/3/24.