UTK Promotion and Tenure Calendar
AY 2023-2024
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- Last year, departments and colleges were responsible for creating and facilitating cases in Interfolio. In AY 2023-2024, Faculty Affairs will create and shepherd cases through the internal review process, including overseeing candidate response periods.
- **Cases will be made available to you and faculty candidates by April 5th**. Once the cases are created, you and your faculty can begin uploading materials. You can also begin inviting external reviewers if you plan to use this function in Interfolio.
- Departments and colleges are still responsible for working with candidates to make sure their dossiers are complete before submitting them to our office. College and/or department case facilitators should work together to determine the workflow and timeline for checking candidate materials.
- All cases will follow the same schedule, including having the same candidate response periods at each level of review. Once cases are submitted to our office, the department and college will no longer be able to access the case until it is time to review the case.
- Departmental review committees (DRC), department heads (DH), college (or intercollegiate) review committees (CRC/IRC), and deans will have fixed periods of times to review cases, which are published below. If a case is submitted late at any level of review, the subsequent review period will be shortened accordingly.

Activity	Open	Close	Elapsed Time	Notes
Packet Creation	4/5/23	9/27/23	6 months	
DRC Review Period	10/2/23	10/30/23	4 weeks	CRC review period for colleges without departments.
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 & DRC Response Period*	11/29/23	12/13/23	14 days	As cases are ready, they will be sent to CRC/ICRs.
CRC/ICR Review Period	12/6/23	1/19/24	5 weeks	
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		

* In cases of a DRC dissenting statement, Faculty Affairs will move the case to a unique timeline to allow the faculty candidate time to respond.