2023-2024 Mid-Tenure Application Timetable

All mid-tenure applications and reviews will be online through Archivum.

Timeframe (Deadlines in BOLD)	Performed by	Task	Notes
Friday, November 17, 2023 (10:00 AM – 12:00 PM)	CAS Office of Faculty Affairs	• Hold the Mid-Tenure Review Workshop (via Microsoft Teams)	After the workshop, candidates will be identified for Archivum online applications
November 20 – **Friday, December 1, 2023**	Department Liaison	• Complete "Annual Assignments" • Complete "Annual Evaluations"	Enter the candidate's Annual Assignments and upload their Annual Evaluations
November 20 – **Monday, December 18, 2023**	Department Liaison	Identify • T&P Dept Chair	Department Chair does not have access to the applications until their name is added to the membership group.
November 20 – **Monday, December 18, 2023**	Candidate	• Complete Teaching section & check "Mark as Ready" for Summary of Teaching • Complete Research section & check "Mark as Ready" for Analysis of Publications	The "Mark as Ready" action sends an **automated email message** to Department Chair that the application is ready for their Summary/Analysis
As soon as Chair receives the **email** – **January 2, 2024**	Department Chair	• Submit Summary of Teaching • Submit Analysis of Publications • DocuSign	The application cannot move forward without submission of Summary and Analysis & must be DocuSigned by Department Chair
As soon as all items above are complete – **January 3, 2024**	Candidate	• Click "Submit for Quality Review" button	This sends the entire application to College Liaison for Quality Review (QR) to review for completeness
As soon as Candidate submits for QR (or sooner) – **Wednesday, January 10, 2024**	Department Liaison	Identify • T&P Committee Chair • T&P Viewers (Committee Members)	No one has access to the applications until their names are added to the membership groups.
As soon as Candidate submits for QR – **January 10, 2024**	College Liaison	• Confer on any changes or additions needed with Candidate & Department Liaison • Send an **approval email** to Candidate	Without approval, candidate cannot click "Submit Application" button
As soon as Candidate receives **approval email** – **Wednesday, January 10, 2024**	Candidate	• Submit & DocuSign Application	Only upon Candidate's official submission, Department Committee & Department Chair Reviews will begin

Timeframe (Deadlines in BOLD)	Performed by	Task	Notes
January 11 – **Friday, February 2, 2024**	Department Committee Review	• Committee review Applications • Committee Chair must upload Narratives & DocuSign	Committee Chair must upload Narratives & DocuSign by 5:00pm
As soon as Department Committee's Review is complete	Candidate	• Respond to Department Committee's Review	Candidates have five (5) days to respond. If no response, it will automatically go to the Department Chair after 5 days.
As soon as Candidate responds or after 5 days without response – **Friday, February 23, 2024**	Department Chair	• Review Applications • Upload Narratives • DocuSign	Department Chair must upload narratives & DocuSign by 5:00pm
As soon as Department Chair's Review is complete	Candidate	• Respond to Department Chair's Review	Candidates have five (5) days to respond.
March 4 – **Monday, March 22, 2024**	School T&P Committee	School T&P Committee Review	
As soon as School Committee's Review is complete	Candidate	• Respond to School Committee's Review	Candidates have five (5) days to respond.
April 1 – **Friday, April 19, 2024**	College T&P Committee	College T&P Committee Review	
As soon as College Committee's Review is complete	Candidate	• Respond to College Committee's Review	Candidates have five (5) days to respond.
April 29 – **Monday, May 6, 2024**	Regional Chancellor	Regional Chancellor's Review for Candidates on St. Petersburg or Sarasota campus	
As soon as Regional Chancellor's Review is complete	Candidate on St. Petersburg or Sarasota campus	• Respond to Regional Chancellor's Review	Candidates have five (5) days to respond.
Apr 29 – **Friday, May 24, 2024**	College Dean	Dean's Review (time frame inclusive of Regional Chancellor's Review)	
Friday, May 31, 2024	College Dean	Summary of all Mid-Tenure Reviews forwarded to Provost	