

College of Behavioral and Community Sciences
Promotion and Tenure Timeline for Tenure Earning Faculty,
Research Faculty, and Research Associates
2024-2025

Please review the promotion and/or tenure document for steps that are relevant to your path.
https://www.usf.edu/cbcs/about-cbcs/intranet/faculty-resources/tenure_promotion/index.aspx

All faculty will submit applications in the Faculty Information System (FIS) in Archivum. Please check the CBCS Tenure and Promotion Website for application preparation and any additional forms to be submitted via Archivum. To enroll in the Faculty Information System Training use this link:

<https://usflearn.instructure.com/enroll/GGFJK4>

	Due Date
Chairs and Directors send names of candidates to Associate Dean	February 12, 2024
Candidate applications opened in Archivum	February 13, 2024
Tenure and Promotion Workshop Microsoft Teams	March 20, 10-11AM March 27, 1-2PM
Names, brief bio-sketches, current CVs of potential external reviewers due from Chairs/Directors to Dean	No later than April 15, 2024
Chairs/Directors solicit external review letters	Following approval by Dean
Candidates work with Chairs/Directors to prepare application materials	Spring
Chairs/Directors add Teaching and Research sections	Summer
Candidates ensure that all tables are correct and all cells in all relevant tables are complete	
Department/School staff ensure general data, assigned duties, annual evaluations, and courses taught are correct in Archivum	
External review letters due to Chairs/Directors	August 5, 2024
Applications ready for Quality Review	August 12, 2024 **FIRM Deadline**
Required Quality Review by Dean's Office NOTE: Applications will NOT advance to Department Review without the Quality Review	August 12-23, 2024
Department/School Committee Review and Vote	August 26-Sept. 16, 2024
Department Chair/School Director Review	Sept. 17 – Oct. 11, 2024
Applications due in Dean's Office	Oct. 11, 2024
College Committee Review and Evaluation	Oct. 14 – Nov. 4, 2024
Regional Chancellor Evaluation (Sarasota-Manatee and St.Petersburg campus faculty)	Nov. 5– Nov. 15, 2024
Dean Evaluation	Nov. 5-Dec. 6, 2024
Candidates review evaluative comments (10 working days required)	Dec. 9 – Dec. 20, 2024
Tenure line faculty applications due in Provost's Office	TBD