

# 2024-2025 Mid-Tenure Review Application TIMETABLE

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

Timeframe (Deadlines in BOLD)	Performed by	Task	Notes
<b>Friday, November 15, 2024</b> (10:00 AM – 12:00 PM)	CAS Office of Faculty Affairs	Hold the Mid-Tenure Review Workshop (via Microsoft Teams)	
<b>Monday, November 18, 2024</b>	College Liaison	Candidates will be identified for Archivum online applications	
As soon as candidate completes <i>Integrity Statement</i> – <b>Monday, December 9, 2024</b>	Department Liaison	<ul style="list-style-type: none"> <li>Review/Upload “Annual Assignments”</li> <li>Review/Upload “Annual Evaluations”</li> <li>Identify T&amp;P Dept Chair</li> </ul>	<ul style="list-style-type: none"> <li>- Review/upload the candidate’s Annual Assignments and their Annual Evaluations</li> <li>- Department Chair does not have access to the applications until their name is added to the membership group</li> </ul>
As soon as candidate completes <i>Integrity Statement</i> – <b>Monday, December 16, 2024</b>	Candidate	<ul style="list-style-type: none"> <li>Complete TEACHING section &amp; check “Mark as Ready” for Summary of Teaching</li> <li>Complete RESEARCH section &amp; check “Mark as Ready” for Analysis of Publications</li> </ul>	The “Mark as Ready” action sends an <b>automated email message</b> to Department Chair that the application is ready for their Summary/Analysis
<b>USF WINTER BREAK (DECEMBER 23, 2024 – JANUARY 3, 2025)</b>			
As soon as Department Chair receives the <i>Mark as Ready emails</i> – <b>Monday, January 6, 2025</b>	Department Chair	<ul style="list-style-type: none"> <li>Submit Summary of Teaching</li> <li>Submit Analysis of Publications</li> <li>DocuSign</li> </ul>	The application cannot move forward without submission of Summary and Analysis & must be <u>DocuSigned</u> by Department Chair
As soon as all items above are complete – <b>Tuesday, January 7, 2025</b>	Candidate	<ul style="list-style-type: none"> <li>Click “Submit for Quality Review” button</li> </ul>	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) – <b>Friday, January 10, 2025</b>	Department Liaison	Identify <ul style="list-style-type: none"> <li>T&amp;P Committee Chair</li> <li>T&amp;P Viewers (Committee Members and/or tenured faculty)</li> </ul>	No one has access to the applications until their names are added to the membership groups.
As soon as Candidate submits for QR – <b>Friday, January 10, 2025</b>	College Liaison	<ul style="list-style-type: none"> <li>Confer on any changes or additions needed with Candidate &amp; Department Liaison</li> <li>Send an <b>approval email</b> to Candidate</li> </ul>	Without approval, candidate cannot click “Submit & Sign” button

## 2024-2025 Mid-Tenure Review Application TIMETABLE (cont.)

Timeframe (Deadlines in BOLD)	Performed by	Task	Notes
As soon as Candidate receives approval email <b>– Monday, January 13, 2025</b>	Candidate	<b>OFFICIAL SUBMISSION</b> Submit & DocuSign Application	Only upon Candidate’s official submission, Department Committee Review will begin
Tuesday, January 14 <b>– Friday, January 31, 2025</b>	Department Committee Review	<ul style="list-style-type: none"> <li>• Committee review application</li> <li>• Committee Chair must upload Narrative &amp; DocuSign</li> </ul>	Committee Chair must upload narrative & <u>DocuSign</u> by 5:00pm
As soon as Department Committee’s Review is complete	Candidate	<ul style="list-style-type: none"> <li>• Respond to Department Committee’s Review</li> </ul>	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 <b>– Friday, February 21, 2025</b>	Department Chair	<ul style="list-style-type: none"> <li>• Review Application</li> <li>• Upload Narrative &amp; DocuSign</li> </ul>	Department Chair must upload narrative & <u>DocuSign</u> by 5:00pm
As soon as Department Chair’s Review is complete	Candidate	<ul style="list-style-type: none"> <li>• Respond to Department Chair’s Review</li> </ul>	Candidates have five (5) days to respond.
Monday, March 3 <b>– Friday, March 28, 2025</b>	School T&P Committee	School T&P Committee Review	
As soon as School Committee’s Review is complete	Candidate	<ul style="list-style-type: none"> <li>• Respond to School Committee’s Review</li> </ul>	Candidates have five (5) days to respond.
Monday, April 7 <b>– Friday, April 25, 2025</b>	College T&P Committee	College T&P Committee Review	
As soon as College Committee’s Review is complete	Candidate	<ul style="list-style-type: none"> <li>• Respond to College Committee’s Review</li> </ul>	Candidates have five (5) days to respond.
Monday, May 5 <b>– Monday, May 12, 2025</b>	Regional Chancellor	Regional Chancellor’s Review for Candidates on St. Petersburg or Sarasota-Manatee campus	
As soon as Regional Chancellor’s Review is complete	Candidate on STP or SAR campus	<ul style="list-style-type: none"> <li>• Respond to Regional Chancellor’s Review</li> </ul>	Candidates have five (5) days to respond.
Monday, May 5 <b>– Thursday, May 29, 2025</b>	College Dean	Dean’s Review (time frame inclusive of Regional Chancellor’s Review)	
<b>Friday, May 30, 2025 by 5pm</b>	College Dean	Summary of all Mid-Tenure Reviews forwarded to Provost	