

2026-2027 SCHEDULE FOR PROMOTION AND TENURE PROCESS

August 2026: UTHSC Chief Academic Officer (CAO), also known as the Vice Chancellor for Academic, Faculty & Student Affairs, prepares and emails promotion and tenure instructions to Deans, Department Chairs, and Directors.

August/September 2026: Departments initiate a defined process for reviewing each faculty member to be considered for promotion* and/or tenure. The process is established by each department in accord with the provisions of the UTHSC Faculty Handbook and University policies; each faculty member should be advised, in writing, that he or she is being evaluated and should be given an opportunity to submit information pertaining to the review of performance and future promise.

November 2026 - January 2027: Department chairs and directors prepare recommendations for promotion and awarding of tenure and forward them to the Dean. The due date for receipt of these recommendations will be made at the discretion of each college dean.

No later than January 4, 2027: Deans should notify the CAO of all candidates being considered for early tenure or early promotion.

No later than the end of February 2027: Deans should forward to the CAO any negative or controversial recommendations (forward earlier if possible), as extra time may be required for reviews at higher levels or for appeal by the faculty member.

No later than March 1, 2027: Departments should review budgets and their needs for non-tenure track faculty and submit a list of faculty members who may be recommended for nonrenewal to the CAO, 400 Hyman.

No later than March 1, 2027: Deans review the positive or noncontroversial recommendations for promotion and tenure and forward their final recommendations to the CAO, in their respective college/AFSA SharePoint folder.

No later than April 9, 2027: The CAO reviews recommendations and prepares a consolidated report for the Chancellor.

Before April 22, 2027: The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to UT System. Dates may be adjusted by UT System.

- April 22, 2027: Early and Expedited Tenure Dossiers to UT System (based on the 2026 calendar)
- April 22, 2027: Voting Spreadsheets to UT System (based on the 2026 calendar)

June 2027: The President acts only on the Chancellor's positive recommendation for tenure. If the President concurs in the positive recommendation, he or she shall grant tenure if he or she is authorized to do so, and the Chancellor shall give the faculty member written notice of the effective date of tenure. If only the Board is authorized to grant tenure, the President shall submit the recommendation to grant tenure, and summary explanation for the recommendation, to the Board. The President reviews, acts on the list of promotions, and informs the UT Board of Trustees.

June 2027: The UT Board of Trustees acts on tenure recommendations that only the Board is authorized to grant at its June meeting. The Board is informed of the tenure and promotion recommendations that were approved by the President's office.

July 1, 2027, or soon thereafter, the Chancellor notifies faculty members of action taken by the President and by the UT Board of Trustees regarding approved promotions and awards of tenure.

* Important instructions, forms, and documentation for the promotion and tenure processes are located on the UTHSC CAO's website: <https://uthsc.edu/afsa/faculty-affairs/evaluation-tenure-promotion/index.php>

* This schedule applies to promotions for all faculty appointments including tenure, tenure track, non-tenure track (clinician educator, research, limited duration), part-time non-tenure track, primarily administrative, affiliated, and volunteer categories.

SCHEDULE FOR ANNUAL FACULTY EVALUATION
(Annual Performance and Planning Review: APPR)

Reviewing Performance in Calendar Year 2026
Planning for Goals and Assignments in Calendar Year 2027

No later than July 1, 2026: Reappointment letters confirming appointment for the July 1, 2026 to June 30, 2027 academic year sent to all faculty members who are required to receive them. This includes faculty members who are on non-tenure track or tenure-track. Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2026) for any non-tenure track faculty member who receives a rating of Needs Improvement for Rank or Unsatisfactory for Rank on the APPR, the Department Chair shall contact the UTHSC Chief Academic Officer (CAO). An Annual Review Improvement Plan or Enhanced Post-Tenure Performance Review is required for all faculty members who receive negative ratings and who receive reappointment. See p.p. 113-115 of the June 2024 UT Health Science Center Faculty Handbook for specifics (<https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf>).

Beginning December 1, 2026: Faculty member enters required information for the 2026 calendar year into Digital Measures, to include goals and assignments set during the most recent annual review (effective during January 1, 2026 to December 31, 2026) and proposed goals for the 2027 calendar year (January 1, 2027 to December 31, 2027). Specific faculty submission deadlines are set by each college.

January 4, 2027 through March 15, 2027 Faculty member must meet with the Department Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than March 15, 2027).

No later than March 31, 2027 Upon completion of the review process and no later than March 31, 2027, the annual review workflow in Digital Measures must be complete.

Continue to the following page for the 2026-2027 Schedule for Post-Tenure Review.

2026-2027 SCHEDULE FOR POST-TENURE REVIEW (PTR)

PTR Process Step	Date*
Written notice from UTHSC Chief Academic Officer that the faculty member is required to have a PTR	No later than July 1, 2026
PTR Process Start Date	July 1, 2026
Step 1 Faculty PTR Submission	Four weeks (28 calendar days) to complete
Step 2 Department PTR Submission	Two weeks (14 calendar days) to complete
Step 3 Administrative Review and PTR Committee Assembly	Two weeks (14 calendar days) to complete
Step 4 Final Faculty Review	7 calendar days (auto-advance)
Step 5 PTR Committee Report	Six weeks (42 calendar days) to complete
Steps 6-7 Faculty Affairs Review and CAO and Chancellor Review	Eight weeks (56 calendar days) to complete
Step 8 Final Determination Letter	One month (30 calendar days) to review
Step 9 Final Administrative Review	March 31, 2027

*Procedural Deadlines: The completion of each step triggers the next in the workflow process, with deadlines based on procedural timelines rather than fixed dates. If a step is completed early, the next deadline is calculated from that completion date.

See Post-Tenure Review Process Guide for more detailed information: <https://libguides.uthsc.edu/digitalmeasures/PTR>

**COMBINED FACULTY EVALUATION CALENDAR for
Tenure, Promotion, Annual Performance and Planning Review, and Post-Tenure Review**

Promotion &/or Tenure	Annual Evaluation	Post Tenure Review	Activity
	July 1, 2026		Reappointment letters confirming appointment for the July 1, 2026 to June 30, 2027 academic year sent to all faculty members who are required to receive them. This includes faculty members who are on non-tenure track or tenure- track. Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2026) for any non-tenure track faculty member who receives a Needs Improvement for Rank or Unsatisfactory for Rank rating on the APPR, the Department Chair shall contact the Chief Academic Officer (CAO) (Faculty Handbook, Section 5.3.4). An Annual Review Improvement Plan or Enhanced Post-Tenure Performance Review is required for all faculty members who receive negative ratings and who receives reappointment. See p.p. 113-115 of the June 2024 UT Health Science Center Faculty Handbook for specifics (https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf).
		July 1, 2026	Written notice from the CAO that the faculty member is required to have a PTR (notification normally occurs before July 1) PTR Process Start Date
		By July 29, 2026	Faculty PTR Submission: Faculty have four weeks (28 calendar days) to complete this step (July 1-29)
August 2026			The CAO prepares and emails promotion and tenure instructions to Deans, Department Chairs and Directors.
August & September 2026			Departments initiate a defined process for reviewing each faculty member to be considered for promotion and/or tenure. The process is established by each department in accord with the provisions of the UTHSC Faculty Handbook and University policies; each faculty member should be advised, in writing, that he or she is being evaluated and should be given an opportunity to submit information pertaining to the review of performance and future promise.
		By August 12, 2026	Department PTR Submission: Departments have two weeks (14 calendar days) to complete this step (July 29-August 12).
		By August 26, 2026	The CAO appoints committee members for the PTR Committee and provides instructions, guidelines, template for report, and best practices to the PTR Committee. Faculty Affairs and the CAO have two weeks (14 calendar days) to complete this step (Aug 12-26).
		By September 2, 2026	Faculty complete final review of documents and PTR Committee. Faculty have 7 calendar days to complete this step (Aug 26-Sept 2).
		By October 14, 2026	PTR Committee report is submitted to the CAO with the dissenting explanation if a dissenting member chooses to provide one. The CAO distributes the report for review by the faculty member, division chief (if relevant), department chair, and dean. The PTR Committee has six weeks (42 calendar days) to complete this step (Sept 2-Oct 14).

Promotion &/or Tenure	Annual Evaluation	Post Tenure Review	Activity
		By October 28, 2026	Faculty member, division chief (if relevant), department chair, and dean submit written responses to the CAO.
November 2026 to January 2027			Department chairs and directors prepare recommendations for promotion and awarding of tenure and forward them to the Dean. The due date for receipt of these recommendations will be made at the discretion of each college dean.
	Beginning December 1, 2026		Faculty member enters required information for the 2026 calendar year into Digital Measures, to include goals and assignments set during the most recent annual review (effective during January 1, 2026 to December 31, 2026) and proposed goals for the 2027 calendar year (January 1, 2027 to December 31, 2027). Specific faculty submission deadlines are set by each college.
		By December 9, 2026	CAO and Chancellor review PTR Committee report and write final determination letter. The CAO and Chancellor have eight weeks (56 calendar days) to complete this step
	January 4, 2027 Through March 15, 2027		Faculty member must meet with the Department Chair or responsible supervisor to conduct the Annual Performance and Planning Review (no later than March 15, 2027).
By January 4, 2027			Deans should notify the CAO of all candidates being considered for early tenure or early promotion.
		By January 8, 2027	Within 30 days of the receipt of the PTR Committee report, the faculty member may appeal any conclusion with which he or she disagrees.
No later than the end of February 2027			Deans should forward to the CAO any negative or controversial recommendations (forward earlier if possible), as extra time may be required for reviews at higher levels or for appeal by the faculty member.
No later than March 1, 2027			Departments should review budgets and their needs for non-tenure track faculty and submit a list of faculty members who may be recommended for nonrenewal to the CAO, 400 Hyman.
No later than March 1, 2027			Deans review the positive or noncontroversial recommendations for promotion and tenure and forward their final recommendations to the UTHSC CAO, in their respective college/AFSA SharePoint folder.
		By March 31, 2027	Final Administrative Review of the PTR process
	By March 31, 2027		Upon completion of the review process and no later than March 31, 2027, the annual review workflow in Digital Measures must be complete.
By April 9, 2027			The CAO reviews recommendations and prepares a consolidated report for the Chancellor.

Promotion &/or Tenure	Annual Evaluation	Post Tenure Review	Activity
Before April 22, 2027			The consolidated recommendations for promotion and tenure approved by the Chancellor are forwarded to UT System. Dates may be adjusted by UT System. - April 22, 2027: Early and Expedited Tenure Dossiers to UT System - April 22, 2027: Voting Spreadsheets to UT System
June 2027			The President acts only on the Chancellor's positive recommendation for tenure. If the President concurs in the positive recommendation, he or she shall grant tenure if he or she is authorized to do so, and the Chancellor shall give the faculty member written notice of the effective date of tenure. If only the Board is authorized to grant tenure, the President shall submit the recommendation to grant tenure, and summary explanation for the recommendation, to the Board. The President reviews, acts on the list of promotions, and informs the UT Board of Trustees.
June 2027			The UT Board of Trustees acts on tenure recommendations that only the Board is authorized to grant at its June meeting. The Board is informed of the tenure and promotion recommendations that were approved by the President's office.
July 1, 2027, or soon thereafter			Once notified by UT System, the Chancellor notifies faculty members of action taken by the President and by the UT Board of Trustees regarding approved promotions and awards of tenure.
	July 1, 2027		Reappointment letters confirming appointment for the July 1, 2027 to June 30, 2028 academic year sent to all faculty members who are required to receive them. This includes faculty members who are on non-tenure track or tenure- track. Before issuing a reappointment letter for the next fiscal/academic year (beginning July 1, 2027) for any non-tenure track faculty member who receives a Needs Improvement for Rank or Unsatisfactory for Rank rating on the APPR, the Department Chair shall contact the CAO (Faculty Handbook, Section 5.3.4). An Annual Review Improvement Plan or Enhanced Post-Tenure Performance Review is required for all faculty members who receive negative ratings and who receives reappointment. See pp. 113-115 of the June 2024 UTHSC Faculty Handbook for specifics (https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf).
		July 1, 2027	Written notice from the CAO that the faculty member is required to have a PTR – normally will occur by July 1

NOTES:

- Important instructions, forms, and documentation for the promotion, tenure, and annual review processes are located on the CAO's website: <https://uthsc.edu/afsa/faculty-affairs/evaluation-tenure-promotion/index.php>.
- This schedule applies to promotions for all faculty appointments including tenure, tenure track, non-tenure track (clinician educator, research, limited duration), part-time non-tenure track, primarily administrative, affiliated, and volunteer categories.
- The PTR dates listed above are **only an example** of possible deadlines as due dates for PTR are procedural based. The dates may occur sooner based on the completion of the previous step. The completion of each PTR step triggers the next in the workflow process, with deadlines based on procedural timelines rather than fixed dates. If a step is completed early, the next

deadline is calculated from that completion date. See the PTR Process Guide for more detailed information:

<https://libguides.uthsc.edu/digitalmeasures/PTR>

4. If the PTR Committee concludes that the faculty member has not satisfied the expectations for the faculty member's discipline and rank, a PTR improvement plan must be developed using the procedures used for development of an EPPR improvement plan which will require additional time.