Trigger:
A faculty member’s educational unit faculty and administrator believe that an individual’s professional accomplishments have met the appropriate University regulations and unit criteria (but not later than the sixth year for probationary faculty being considered for the granting of tenure).

Outcome:
A summative evaluation of both the candidate’s accomplishments over the entire probationary period and the candidate’s future scholarly potential is conducted at multiple levels of the University in accordance with Administrative Process Regulations. Successful candidates are granted promotion and/or tenure.

1. Educational Administrator Consultation with Candidate
   - The candidate waives rights to review or initiates review
   - The candidate provides:
     - CV
     - List of UK faculty outside of home unit to request letters from
     - List of external reviewers to avoid due to conflicts of interest
     - List of external evaluators to include in the review

2. Assembly of the Dossier
   - Candidate provides final CV, sample publications, teaching portfolio, and narrative statements.
   - The unit adds material from the Standard Personnel File: Evaluation materials, Progress towards tenure reviews (for tenure cases), Statement on Evidences, Distribution of Effort forms.
   - Unit administrator requests and includes letters from outside evaluators.

3. Educational Unit Review
   - The unit administrator:
     - Notifies consulted faculty that dossier is ready for review and adds their letters
     - Adds educational administrator recommendation
     - Adds request for review by area committees different than specified in ARs, if appropriate
     - Adds procedural steps used for review
     - Sends to dean

4. College Review
   - Dean or delegate reviews dossier for completeness & procedural compliance and shares the dossier with the college advisory committee
   - College advisory committee adds their recommendation
   - The dean adds his/her recommendation
   - Dean or delegate forwards the dossier to the Office of Faculty Advancement

5. Provost Review
   - Office of Faculty Advancement (OFA) reviews dossier for completeness & procedural compliance
   - OFA coordinates academic area advisory committee and adds their recommendation
   - Provost adds recommendation
   - OFA sends notifications of results of review

6. Board of Trustees Review
   - President communicates recommendation to the Board of Trustees
   - BoT approves or disapproves the Provost’s recommendation
   - OFA sends notifications of BoT decisions

7. Final Dossier Disposition & (Optional) Appeal of Negative Decisions
   - Unit administrator discusses recommendation with candidate
   - Candidate makes initial formal written appeal of negative decision (optional)
   - Unit sends appropriate materials to:
     - Faculty Standard Personnel File
     - College
     - Candidate

Timeline – Academic Year

- May – July
  Assemble dossier
  Obtain agreement from external reviewers to write opinions

- Fall
  College reviews dossier and makes recommendations for promotion and tenure

- December 20
  Dean’s letter added to dossier

- January 11
  Recommendations for promotions and tenure due to the Office of the Provost

- January 25
  Recommendations sent to the respective University Academic Area Advisory Committees

- March 8
  University Academic Area Advisory Committees submit recommendations to the Provost

- March 29
  Provost sends letters to deans notifying them of final decisions

- May – July
  Assemble dossier
  Obtain agreement from external reviewers to write opinions

Formal appeals must be initiated in writing within 60 days of notification of disapproval

Dossiers remain intact during the 60 day period for filing appeal or until a final decision on an appeal has been rendered

Five-year average number of cases: 145