

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 AUH announcement: Begin college process	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Spring ends	25	26 Mod 4 ends Office manager adds candidate to OPT	27
28	29	30				

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Nominees send supporting documents to Sr. Assoc. Dean	2	3	4
5	6 Materials out to P&T committee: Begins review to select external reviewers	7	8	9	10	11
12	13 Summer A/C begins	14	15	16	17	18
19	20 P&T committee notifies Sr. Assoc. Dean of selected external reviewers	21	22 Materials out to select external reviewers	23	24	25
26	27 Memorial Day	28	29	30	31	

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Juneteenth	20	21 Summer A ends	22
23	24	25	26	27	28	29
30						

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Summer B begins External reviewer letters due	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 Summer B/C ends	10
11	12	13	14	15 AUH appoints Peer Review of Teaching Committee (report due 9/16)	16	17
18	19	20	21	22 Fall begins	23	24
25	26 Mod 1 begins	27	28	29	30	31

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day	3 Office manager submits draft packets and supplemental materials to Sr. Assoc. Dean	4	5	6	7
8	9	10	11	12	13 Draft packets returned to candidates	14
15	16 Peer Review of Teaching report submitted to chair and candidate	17	18	19	20 Office manager verifies eligible faculty to vote on case	21
22	23 Candidate uploads and certifies final packet; Office manager uploads all documents and certifies packet to department	24 Day 1 Packet available to voting faculty, including dept review committee (if there is one); two days must pass before first review meeting	25 Day 2	26 If no dept review committee: earliest possible first meeting	27	28
29	30 If no dept review committee: earliest possible second meeting for vote; Office manager enters and certifies votes					

October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Day 1 Dept review committee report due to chair - chair makes this available to candidate and voting faculty; candidate has seven day response period	2 Day 2	3 Day 3	4 Day 4	5 Day 5
6 Day 6	7 Day 7	8 If dept review committee: earliest possible first meeting	9 If dept review committee: earliest possible second meeting for vote; Office manager enters and certifies votes	10	11 Mod 1 ends	12
13	14	15	16	17 Last day possible for the first meeting	18 Last day possible for the second meeting; Office manager enters and certifies votes	19
20	21 Mod 2 begins	22	23	24	25	26
27	28 Day 1 Office manager uploads chair/director letter; candidate has a ten day response period	29 Day 2	30 Day 3	31 Day 4		

November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Day 5	2 Day 6
3 Day 7	4 Day 8	5 Day 9	6 Day 10 OPT will auto-certify if the candidate does not upload a response to the chair/director letter	7 Office manager enters final chair/director assessment and certifies case to the college level	8 College certifies packet and makes cases available to WCB P&T Committee	9
10	11 Veterans Day	12 WCB P&T committee reviews packets through 12/4	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 No classes	28 Thanksgiving	29 Holiday	30

December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Fall ends	5	6 WCB P&T committee's final assessment entered and certified	7
8	9 Earliest the Dean's letter can be uploaded if WCB P&T committee certifies on 12/6 (letter can be added anytime after votes certified)	10	11	12	13 Mod 2 ends	14
15	16	17	18	19	20	21
22	23	24	25 Christmas	26 Holiday	27 Holiday	28
29	30 Holiday	31 Holiday New Year's Eve				

January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day	2	3 Final day Dean's letter can be uploaded; candidate has ten day response period	4 Day 1
5 Day 2	6 Day 3	7 Day 4	8 Day 5	9 Day 6	10 Day 7	11 Day 8
12 Day 9	13 Day 10 OPT will auto-certify if the candidate does not upload a response to the Dean's letter	14 Dean's endorsement entered and certified; Packet available to UF OPT administrators	15 UF P&T DEADLINE	16	17	18
19	20 MLK Jr. Day	21	22	23	24	25
26	27	28	29	30	31	