

COLLEGE OF EDUCATION
TENURE-TRACK PROMOTION AND TENURE CALENDAR
2021-2022

IMPORTANT NOTE FOR CANDIDATES

Guidelines and templates are to be used by the candidate, Department, and College and are located at <https://facultyaffairs.arizona.edu/content/promotion-dossier-templates>. The dossier templates, Sections 1-9, should be completed. It is essential that faculty and staff carefully follow their department- and college-level guidelines to ensure a seamless Promotion and Tenure process.

Due Date	Action Required
February 5	Office of the Dean: Distribute notices to eligible tenure-track faculty regarding the annual Promotion and Tenure process.
March 1-March 31	<p>Department Heads: Meet with next year's tenured and tenure-eligible promotion and/or tenure candidates to discuss potential external evaluators, collaborators, and the process. Candidates should submit names of potential external evaluators and collaborators to the Department Head by March 31; however, no more than half of the external evaluators selected may be from the candidate's list. Additional external evaluators are identified by the Department Head, who may consult with others in the field. It is recommended that five to eight external evaluators be identified. Candidates may not be informed regarding the names of the external evaluators selected.</p> <p>Department Heads: Advise candidates to refer to the <i>Guide to the Promotion Process</i> (https://facultyaffairs.arizona.edu/content/guide-promotion-process)</p>
March 1-March 19	Department Heads: Conduct a department election for at least three tenured faculty above rank to serve as members of next year's Department Personnel Committee (DPC). Forward DPC committee members' names to the Office of the Dean to forward to the Provost's Office by March 19.
March 5	Department Heads: Submit to the Office the Dean two nominations for tenured faculty members, one of whom is a full professor, to serve on the College Faculty Personnel and Salary Committee. A college election will be held.
March 26	Department Heads: Forward a final list of candidates who have confirmed that they will be going up for promotion to the Office of the Dean.
March 31	Candidates: Submit external evaluators and collaborators list to department heads.

Due Date	Action Required
April 1-April 30	<p>Department Heads: Contact External Evaluators and Collaborators. Prior to making initial contact with potential external evaluators and collaborators by e-mail or phone, review worksheets available at https://facultyaffairs.arizona.edu/content/promotion-dossier-templates (Section 10: Worksheets for the Selection of External Evaluators and Collaborators). If an external evaluator and collaborator agrees to evaluate the candidate, inform them that materials for review will be provided by August 2.</p>
May/June	<p>Candidates: Assemble required materials that will be sent to external evaluators and collaborators:</p> <ol style="list-style-type: none"> 1. <i>Section 2</i>: Summary of Workload Assignment; 2. <i>Section 2A</i>: Pandemic Impact Statement; 3. <i>Section 4</i>: Curriculum Vitae; 4. <i>Section 4B</i>: Representative Work/Publications (articles, slides, audio and/or video recordings) 5. <i>Section 5</i>: Candidate Statement; 6. <i>Section 6</i>: (Optional, as appropriate) Teaching Portfolio; and/or 7. <i>Section 7</i>: (Optional, as appropriate) Leadership, Service & Innovation Portfolio <p>Submit these materials to the Department Head by July 16.</p>
May/June	<p>Candidates: Consult with the department coordinators and college coordinator on the process, required templates, and for guidance.</p>
July 16	<p>Candidates: Submit required materials for external evaluators and collaborators to the Department Head. No revisions to CVs and Candidate Statements after this date.</p>
July 16-July 30	<p>Department Heads: Review materials submitted for potential conflicts of interest.</p>
July 19- October 1	<p>Candidates: Complete remaining sections of the dossier.</p> <p><i>Section 6</i>: Teaching Portfolio</p> <p><i>Section 7</i>: (Optional, as appropriate) Leadership, Service & Innovation Portfolio</p> <p><i>Section 8</i>: (Optional) Membership in Graduate Interdisciplinary Programs</p> <p><i>Section 9</i>: Peer Observation (<i>year before or semester of the promotion review</i>)</p>
August 2	<p>Department Heads/Coordinators: Send a formal request to external evaluators and collaborators using the template letter provided by the Provost's Office at https://facultyaffairs.arizona.edu/content/promotion-dossier-templates (Appendix D: Required Template Letter to External Evaluators and</p>

Due Date

Action Required

Appendix E: Template Letter for Research Collaborator, Professional Client, or Other Community Collaborator) and include materials to be evaluated by external evaluators and collaborators. Request receipt of evaluations and the evaluator's and collaborator's short vitae by September 17.

August 25-
October 1 Department Heads/Coordinators: Meet with members of the Department Personnel Committee (DPC) to emphasize the importance of confidentiality, to give the charge, reinforce procedures and the timeline.

September 17 Department Heads/Coordinators: Confirm that an evaluation letter and short vitae from external evaluators and collaborators have been received. NOTE: Letter must include statement recommending whether the candidate be promotion and a signature.

September 17-
October 1 Department Heads: Use this time to collect any delayed external evaluator or collaborator letters.

October 1 Candidates: Submit completed promotion dossier and accompanying materials to the Department Head.

October 1-
October 15 Department Heads/Coordinators: Add to the P&T dossier (1) summary data sheet (Section 1), (2) summary of candidate's workload assignment (Section 2), (3) letters from external evaluators and collaborators (Section 10), (4) a sample copy of the request letter sent to evaluators (Appendix D) and collaborators (Appendix E), (5) a summary of the selection process (Worksheets for Selection of External Evaluators and Collaborators Pt. 1 and Pt. 2), and (6) a brief statement/bio on each evaluator's and collaborator's national or international standing (Brief Biography Templates for External Reviewers and Collaborators).

October 15 Department Heads/Coordinators: Make available promotion dossiers to DPC members.

October 15-
November 5 DPC members: Evaluate each candidate. Prepare recommendation letter(s). Letters must be on department letterhead and include electronic signatures of all DPC members.

NOTE: The letter of recommendation must report the vote count on promotion, including recusals, abstentions and minority viewpoint.

November 5 Department Personnel Committee: Forward promotion dossiers and the Committee's evaluations of P&T candidates to the Department Head.

Due Date	Action Required
November 8- November 19	Department Heads: Evaluate each candidate. Prepare recommendation letter(s).
November 19	Department Heads/Coordinators: Forward promotion dossiers, the DPC's and Department Head's evaluations for each P&T candidate to the Office of the Dean.
November 22	Office of the Dean: Make each P&T dossier, all accompanying materials, and College and University procedures available to Faculty Personnel and Salary Committee members.
November 22- December 20	College Faculty Personnel and Salary Committee: Mandatory meetings as necessary to review and evaluate all P&T candidates.
December 20	College Faculty Personnel and Salary Committee: Assessment of all P&T candidates must be complete. Letters of evaluation are due to the Office of the Dean.
	NOTE: The letter of recommendation must report the vote count on promotion and/or tenure, including recusals, abstentions and minority viewpoint.
January 3- January 18	Dean: Evaluate all P&T candidates. Prepare recommendation letter(s).
January 18	Dean: P&T recommendation letter(s) due.
January 19- January 20	Office of the Dean: Review promotion and/or tenure dossiers in the RPT System to submit to the Office of the Provost.
January 21	Office of the Dean: Promotion dossiers due to the Office of the Provost.