

COLLEGE OF EDUCATION CALENDAR FOR THIRD-YEAR REVIEWS
2021-2022

Due Date	Action Required
August 16	<p>Third-Year Review Candidates: Begin preparing for the third-year review. Discuss the parts of the required sections for the dossier with Department Heads. The review follows some of the same steps as the P&T review. Refer to the P&T dossier templates at https://facultyaffairs.arizona.edu/content/promotion-dossier-templates.</p> <p>NOTE: Letters from outside reviewers are not required for third-year reviews.</p> <p>Candidates: Assemble required materials.</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>: Teaching Portfolio; 7. <i>Section 7</i>: (<i>Optional, as appropriate</i>) Leadership, Service & Innovation Portfolio; 8. <i>Section 8</i>: (<i>Optional</i>) Membership in Graduate Interdisciplinary Programs 9. <i>Section 9</i>: Peer Observation (<i>year before or semester of the review</i>) <p>Submit these materials to the Department Head by December 1.</p>
November 1	Office of the Dean: Reminder to third-year review candidates that dossier materials are due to Department Heads on December 1.
December 1	Third-Year Review Candidates: Submit completed dossier to the Department Head.
December 1	Department Heads: Make available the dossier for each third-year review candidate to Department Peer Committee (DPC) members.
December 1 December 17	Department Peer Committee (DPC): Evaluate candidate and prepare recommendation letter. Letter must be on department letterhead and include electronic signatures of all DPC members.
December 17	<p>Department Personnel Committees (DPC): Forward the Committee's evaluations of third-year review candidates to the Department Head.</p> <p>Department Heads: If the DPC recommended nonrenewal for any tenure-eligible faculty member reviewed in their third year or if there is some doubt regarding whether renewal will be recommended, the Department Head must notify the</p>

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	Dean's Office and evaluate the candidate immediately so the members of the Faculty Personnel and Salary Committee can be reconvened to consider the case. Evaluation by the COE Faculty Personnel and Salary Committee, the Dean, the University Promotion and Tenure Advisory Committee, and the Provost is required if nonrenewal is recommended in the third year of tenure-eligible service, and dossiers for these individuals must be submitted to the University Promotion and Tenure (P&T) Committee by January 15.
December 20 January 14	Department Heads: Evaluate each candidate. Prepare recommendation letter(s).
January 14	Department Heads: Forward the dossier and evaluations by the DPC and the Department Head for each third-year review candidate (those recommended for retention in rank) to the Dean's Office.
January 17 February 1	Dean: Based on the faculty dossiers and the evaluations of the Department Personnel Committee and the Department Head, the Dean evaluates the progress of tenure-eligible faculty reviewed in their third year.
February 2 March 1	Dean, Associate Dean, and Department Head: Meet with tenure-eligible faculty evaluated in their third year to discuss and provide feedback related to their progress toward tenure and promotion.
March 2 March 18	Deliberations, evaluations, and recommendations of peer review committees are confidential; however, a summary of the committee's evaluation may be shared with the candidate in addition to the written evaluation from the Head. Dean: The official results of the review (retained in rank for fourth through sixth years or nonrenewal at the expiration of the fourth year of service in rank) sent to the candidates.
March 21	If the decision is not to reappoint, the dossier must follow the full review process as described in the <i>University Handbook for Appointed Personnel (UHAP §3.3.02 - Promotion and Tenure Process for Tenure-Eligible and Tenured Faculty)</i> .
March 21	Office of the Dean: Send a list of positive third-year reviews to the Provost's Office.
March 28	Office of the Dean: Notify faculty at the end of their second year at the rank of assistant professor or nontenured associate professor that they will be evaluated during the following academic year.