

COLLEGE OF EDUCATION
TENURE-TRACK FACULTY PROMOTION AND TENURE CALENDAR
2024-2025

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>. 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 1	<p>Associate Dean of Faculty Affairs: Distribute notices regarding the Promotion and Tenure process to the following faculty:</p> <p>Tenure-eligible assistant professors scheduled for mandatory sixth year reviews and all tenure-eligible assistant professors who may wish to go up for early promotion (except for new hires or those currently undergoing P&T).</p> <p>Tenured associate professors who are in the sixth year of service in rank as a tenured associate professor and all associate professors who may wish to go up for promotion (except for those currently undergoing promotion). Associate professors can go up for promotion at any time.</p>
February 2 - February 16	<p>Potential Candidates: Notify your department head and Associate Dean of Faculty Affairs <i>in writing</i> of your desire for a promotion review to occur.</p>
February 19 - February 29	<p>Department Heads: Meet with potential candidates to discuss the advisability of a review at this time. NOTE: The evaluative peer observation of teaching for promotion will be set up by the department head, not the candidate. At least one evaluative peer observation of teaching must be conducted during the year before or semester of the promotion review. This observation will be conducted by a faculty member who is on the same track, one rank above the candidate. The peer observer <u>CANNOT</u> be a member of the Department Personnel Committee or Committees <u>that will be reviewing the candidate</u>.</p>
February 29	<p>Department Heads: After meeting with potential candidates, forward a final list of candidates confirmed for promotion to the Office of the Dean.</p>

Due DateAction Required

- March 1 - March 29 Department Heads: Meet with next year's tenure-eligible and tenured promotion and 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 22**; 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. Five to eight external evaluators and no more than three collaborators should be identified. Candidates may not be informed regarding the names of the external evaluators selected.
- Department Heads: Advise candidates to refer to the *Guide to the Promotion Process for Tenure-Track Faculty* at <https://facultyaffairs.arizona.edu/sites/default/files/2024-02/24-25%20Guide%20to%20the%20Promotion%20Process%20for%20CSP%20and%20OPT.pdf>
- March 1 - March 29 Department Heads: Appoint or conduct a department election for at least three tenured faculty above rank to serve as members of next academic year's Department Personnel Committee (DPC) or Committees. Forward DPC committee members' names to the Office of the Dean to forward to the UA Faculty Affairs Office by April 3.
- March 1 - March 29 Department Heads: If there is a department representative vacancy on the College Faculty Personnel and Salary Committee, 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 1 - April 26 Department Heads: A reminder that at least one evaluative peer observation of teaching must be conducted during the year before or semester of the promotion review. This observation will be conducted by a faculty member who is on the same track, one rank above the candidate. The peer observer cannot be a member of the Department Personnel Committee or Committees.
- April 1 – April 26 Department Heads: Contact External Evaluators and Collaborators. Prior to making initial contact with potential external evaluators and collaborators by e-mail or phone, review and utilize the worksheets available at <https://facultyaffairs.arizona.edu/promotion-dossier-templates> (Section 10: Worksheets for the Selection of External Reviewers and Worksheet for Solicited Collaborators). If an external evaluator and collaborator agrees to evaluate the candidate, inform them that materials for review will be provided between **July 9-July 12**.

Due Date	Action Required
April 15	Rachel Barton, College Coordinator, will share assigned Box folders with promotion candidates.
June 1	Department Heads: Submit names and contact information of external evaluators and collaborators to Rachel Barton, the College Coordinator.
May/June	<p data-bbox="440 472 1341 535">Candidates: Assemble required materials that <u>will be sent to external evaluators and collaborators</u>:</p> <ul data-bbox="488 590 1472 1094" style="list-style-type: none"> • <i>Section 2</i>: Summary of Workload Assignment (prepared by Department Head and sent to candidate for signature); • <i>Section 2A</i>: Pandemic Impact Statement; • <i>Section 4</i>: Curriculum Vitae; • <i>Section 4A</i>: List of Collaborators; • <i>Section 4B</i>: Representative Work/Publications (articles, slides, audio and/or video recordings); • <i>Section 5</i>: Candidate Statement; • <i>Section 6A</i>: Information on Teaching & Advising (Optional, but recommended); and • <i>Section 7A and 7B</i>: Portfolio for Leadership, Extension, Service & Innovation and Supplementary Documentation (Optional, as appropriate). <p data-bbox="418 1146 1442 1209">Submit these materials to Rachel Barton, College Coordinator, to your assigned Box folder by July 1.</p>
July 1	Candidates: Submit required materials for external evaluators and collaborators. No revisions to CVs and Candidate Statements after this date.
July 1 - July 8	Department Heads/College Coordinator: Review materials submitted for external evaluators and collaborators for potential conflicts of interest. Add to the P&T dossier Section 2: summary of candidate's workload assignment with department head and candidate signatures.
July 9 – July 12	College Coordinator: Send a formal request to external evaluators and collaborators using the template letter provided by the Provost's Office at https://facultyaffairs.arizona.edu/promotion-dossier-templates (Appendix D: Required Template Letter to External Evaluators and 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 August 16 .

<u>Due Date</u>	<u>Action Required</u>
July 1 - September 6	<p>Candidates: Complete <u>remaining sections of the dossier</u>.</p> <ul style="list-style-type: none"> • <i>Section 6A</i>: Information on Teaching & Advising • <i>Section 6B</i>: Supporting Documentation (Optional) • <i>Section 7A and 7B</i>: Portfolio for Leadership, Extension, Service & Innovation and Supplementary Documentation (Optional for tenure-track, as appropriate) • <i>Section 8 and 8A</i>: Membership in Graduate Interdisciplinary Programs (if applicable) • <i>Section 9</i>: Teaching Peer Observation for promotion (at least one peer observation of teaching during the year before or semester of the promotion review) <p>Submit these materials to Rachel Barton, College Coordinator, to your assigned Box folder by September 6.</p>
August 19 - August 30	<p>Department Heads: Confirm that an evaluation letter and short vitae from external evaluators and collaborators have been received. NOTE: Letter must be on official letterhead and include statement recommending candidate for promotion and a signature. Use this time to collect any delayed external evaluator or collaborator letters.</p>
August 19 - August 30	<p>Department Heads: Meet with members of the Department Personnel Committee (DPC) or Committees to emphasize the importance of confidentiality, to give the charge and reinforce procedures and the timeline.</p>
September 6	<p>Candidates: Submit completed promotion dossier and accompanying materials.</p>
September 9	<p>College Coordinator: Forward promotion dossiers to DPC members.</p>
September 9 - October 4	<p>DPC members: Evaluate each candidate. Prepare recommendation letter(s). Letters must be on department letterhead and include electronic signatures of all DPC members.</p> <p>NOTE: The letter of recommendation must report the vote count on promotion, including recusals, abstentions and minority viewpoint (if relevant).</p>
October 4	<p>Department Personnel Committee or Committees: Submit the Committee's evaluations of P&T candidates.</p>
October 7	<p>College Coordinator: Forward promotion dossiers to Department Heads</p>

<u>Due Date</u>	<u>Action Required</u>
October 7 - November 1	Department Heads: Evaluate each candidate. Prepare recommendation letter(s).
November 1	Department Heads: Submit the Head's evaluations for each P&T candidate to the Office of the Dean.
November 4	Office of the Dean: Forward each P&T dossier, all accompanying materials, and College and University procedures available to Faculty Personnel and Salary Committee members.
November 4 - December 6	College Faculty Personnel and Salary Committee: Mandatory meetings as necessary to review and evaluate all P&T candidates.
November 4 - November 8	Department Heads/College Coordinator: Section 10: Add to the dossier a sample copy of the request letter sent to external evaluators (Appendix D) and collaborators (Appendix E), a summary of the selection process (Worksheets for Selection of External Evaluators (Pt. 1 and Pt. 2) and Collaborators), a brief statement/bio on each external evaluator's and collaborator's national or international standing (Brief Bio Templates for External Reviewers and Collaborators).
December 6	College Faculty Personnel and Salary Committee: Assessment of all P&T candidates must be complete. Letters of evaluation are due to the College Coordinator, 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 (if relevant).
December 9	College Coordinator: Forward promotion dossiers to the Dean.
December 9 January 10	Dean: Evaluate all P&T candidates. Prepare recommendation letter(s).
December 24 - January 1	Holiday Closure
January 10	Dean: P&T recommendation letter(s) due.
January 17	Office of the Dean: Review promotion and/or tenure dossiers in the RPT System. Submit promotion dossiers due to the Office of the Provost.