

COLLEGE OF EDUCATION
CAREER-TRACK PROMOTION REVIEW CALENDAR FOR LECTURER SERIES
2021-2022

The process is the same as for career-track faculty promotion dossiers **except no external evaluators and/or collaborators are required**. 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 process.

Due Date	Action Required
February 3	Office of the Dean: Distribute notices to eligible career-track faculty regarding the annual Promotion process.
March 1-March 31	<p>Department Heads: Meet with next year's career-track candidates going up for promotion to discuss the process.</p> <p>Department Heads: Advise candidates to refer to the <i>Guide to the Career-Track Process Promotion Process</i> at https://facultyaffairs.arizona.edu/sites/default/files/21-22%20Guide%20to%20the%20Career-Track%20Promotion%20Process%206.7.2021%20Final.pdf</p>
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.
May/June/July	<p>Candidates: Assemble required materials.</p> <ol style="list-style-type: none"> 1. <i>Section 2</i>: Summary of Workload Assignment (prepared by Department Head and sent to candidate for signature); 2. <i>Section 2A</i>: Pandemic Impact Statement; 3. <i>Section 4</i>: Curriculum Vitae and List of Collaborators; 4. <i>Section 5</i>: Candidate Statement; 5. <i>Section 6A and 6B</i>: Teaching Portfolio; and 6. <i>Section 7</i>: Teaching Peer Observation for Promotion (year before or semester of the promotion review). <p>Submit these materials to the Department Head by August 16.</p>
May/June/July	Candidates: Consult with the department coordinators and college coordinator on the process, required templates, and for guidance.
August 16	Candidates: Submit completed promotion dossier and accompanying materials to the Department Head.

Due Date	Action Required
August 23- September 8	Department Heads/Coordinators: Add to the promotion dossier (1) summary data sheet (Section 1), (2) summary of candidate's workload assignment (Section 2)
August 25- September 8	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 8	Department Heads/Coordinators: Make available promotion dossiers to DPC members.
September 8- October 1	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.
October 1	Department Personnel Committee: Forward promotion dossiers and the Committee's evaluations of candidates to the Department Head.
October 4- October 19	Department Heads: Evaluate each candidate. Prepare recommendation letter(s).
October 19	Department Heads/Coordinators: Forward promotion dossier, the DPC's and Department Head's evaluations for each candidate to the Office of the Dean.
October 20	Office of the Dean: Forward each promotion dossier and all accompanying materials and College and University procedures to College Faculty Personnel and Salary Committee members.
October 20 November 17	College Faculty Personnel and Salary Committee: Mandatory meetings as necessary to review and evaluate all promotion candidates and dossiers.
November 17	College Faculty Personnel and Salary Committee: Assessment of all candidates must be complete. Letters of evaluation are due to the Office of the Dean.
November 18 December 3	Dean: Evaluate all candidates: Prepare recommendation letter(s).
December 3	Dean: Recommendation letter(s) due.

Due Date

Action Required

December 6

Office of the Dean: Review promotion dossiers in the RPT System to submit to the COE HRT Team with final recommendation.

December 6

Department Head and COE HR Team: Prepare offer letter with new title change effective January 3, 2022.