

COLLEGE OF EDUCATION  
CAREER-TRACK PROMOTION REVIEW CALENDAR  
2021-2022

The process is the same as for tenured and tenure-eligible faculty **except no external evaluators are required**. A limited number of letters from colleagues, collaborators, and/or students may be included. 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. Letters from colleagues, collaborators, and/or students are encouraged. It is recommended that three to five collaborators be identified. Candidates should submit names of collaborators (research, professional client, student, or other community) to the Department Head by March 31.</p> <p>Department Heads: Advise candidates to refer to the <i>Guide to the Career-Track Process Promotion Process</i>  <a href="https://facultyaffairs.arizona.edu/sites/default/files/2020-21%20Guide%20to%20the%20Career-Track%20Promotion%20Process%20Final.pdf">https://facultyaffairs.arizona.edu/sites/default/files/2020-21%20Guide%20to%20the%20Career-Track%20Promotion%20Process%20Final.pdf</a></p>
March 1-March 19	Department Heads: Conduct a department election for at least three tenured faculty and at least one career-track faculty member 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 15	Office of the Dean: For career-track promotions, the Office of the Dean will solicit nominations from this group and conduct an election for an at-large career-track faculty member above rank to serve on the College Faculty Personnel and Salary Committee.
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 collaborators list to department heads.

Due Date	Action Required
April 1-April 30	<p>Department Heads: Contact Collaborators. Prior to making initial contact with potential collaborators by e-mail or phone, review worksheets available at <a href="https://facultyaffairs.arizona.edu/content/promotion-dossier-templates">https://facultyaffairs.arizona.edu/content/promotion-dossier-templates</a> (Section 10: Worksheets for the Selection of External Evaluators and Collaborators). If a collaborator agrees to evaluate the candidate, inform them that materials for review will be provided by July 26.</p>
May/June	<p>Candidates: Assemble required materials that will be sent to collaborators:</p> <ol style="list-style-type: none"> <li>1. <i>Section 2: Summary of Workload Assignment;</i></li> <li>2. <i>Section 2A: Pandemic Impact Statement;</i></li> <li>3. <i>Section 4: Curriculum Vitae;</i></li> <li>4. <i>Section 4B: Representative Work/Publications (articles, slides, audio and/or video recordings)</i></li> <li>5. <i>Section 5: Candidate Statement;</i></li> <li>6. <i>Section 6: (Optional, as appropriate) Teaching Portfolio; and/or</i></li> <li>7. <i>Section 7: (Optional, as appropriate) Leadership, Service &amp; Innovation Portfolio</i></li> </ol> <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 information/materials for collaborators to the Department Head. No revisions to CVs and Candidate Statements after this date.</p>
July 16- July 23	<p>Department Heads: Review materials submitted for potential conflicts of interest.</p>
July 19- August 16	<p>Candidates: Complete remaining sections of the dossier.</p> <p><i>Section 6: Teaching Portfolio</i></p> <p><i>Section 7: (Optional, as appropriate) Leadership, Service &amp; Innovation Portfolio</i></p> <p><i>Section 8: (Optional) Membership in Graduate Interdisciplinary Programs</i></p> <p><i>Section 9: Peer Observation (year before or semester of the promotion review)</i></p>
July 26	<p>Department Heads/Coordinators: Send a formal request to collaborators using the template letter provided by the Provost's Office available at <a href="https://facultyaffairs.arizona.edu/content/promotion-dossier-templates">https://facultyaffairs.arizona.edu/content/promotion-dossier-templates</a> (Appendix E: Template Letter for Research Collaborator, Professional Client, or Other Community Collaborator) and include materials to be evaluated by collaborators. Request receipt of evaluation and the collaborator's short vitae by August 20.</p>

Due Date	Action Required
August 16	Candidates: Submit completed promotion dossier and accompanying materials to the Department Head.
August 20	Department Heads/Coordinators: Confirm that an evaluation letter and short vitae from collaborators have been received.
August 23- September 8	<p>Department Heads/Coordinators: Add to the promotion dossier (1) summary data sheet (Section 1), (2) summary of candidate's workload assignment (Section 2), (3) letters from collaborators (Section 10), (4) a sample copy of the official request letter sent to collaborators (Appendix E), (5) a summary of the selection process (Worksheets for Selection of Collaborators Pt. 1, and (6) a brief biography on each collaborator's national or international standing (Brief Biography Templates for Collaborators).</p> <p>Department Heads: Use this time to collect any delayed collaborator letters.</p>
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	<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><b>NOTE: The letter of recommendation must report the vote count on promotion, including recusals, abstentions and minority viewpoint.</b></p>
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: Make each promotion dossier, all accompanying materials, and College and University procedures available to College Faculty Personnel and Salary Committee members.

Due Date

Action Required

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October 20- November 17	College Faculty Personnel and Salary Committee: Mandatory meetings as necessary to review and evaluate all P&T candidates.
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.  <b>NOTE: The letter of recommendation must report the vote count on promotion and/or tenure, including recusals, abstentions and minority viewpoint.</b>
November 18- December 3	Dean: Evaluate all candidates. Prepare recommendation letter(s).
December 3	Dean: Recommendation letter(s) due.
December 3- December 6	Office of the Dean: Review promotion dossiers in the RPT System to submit to the Office of the Provost.
December 6	Office of the Dean: Promotion dossiers due to the Office of the Provost.