

COLLEGE OF EDUCATION  
 CAREER-TRACK FACULTY PROMOTION REVIEW CALENDAR  
 FOR PROFESSORS OF PRACTICE AND RESEARCH PROFESSORS  
 2024-2025

The process is the same as for tenured and tenure-eligible faculty **except no external evaluators are required**. The College of Education requires no more than 3 collaborator letters. 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 6                   | <p>Associate Dean of Faculty Affairs: Distribute notices regarding the Promotion process to the following faculty:</p> <p><b>Assistant professors of practice and assistant research professors</b> who may wish to go up for promotion after 3 years of service (during the 4<sup>th</sup> year of service).</p> <p><b>Associate professors of practice and associate research professors</b> who are in the 6<sup>th</sup> year of service in rank as an associate who may wish to go up for promotion (except for those currently undergoing promotion). Associate professors of practice and associate research professors can go up for promotion at any time.</p>                    |
| February 6<br>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 -<br>February 29 | <p>Department Heads: Meet with potential career-track 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, either career-track or tenure-track and a rank above the candidate, for career-track faculty. 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>  |
| March 1 -<br>March 29        | <p>Department Heads: Meet with next year's career-track promotion candidates to discuss potential collaborators and the process. No more than three letters from</p>   |

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Due Date

Action Required

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collaborators, colleagues, and/or students should be identified. Candidates should submit names of collaborators (research, professional client, student, or other community) to the Department Head by **March 22**.

Department Heads: Advise candidates to refer to the *Guide to the Career-Track Process Promotion Process* at

<https://facultyaffairs.arizona.edu/sites/default/files/2024-02/24-25%20Guide%20to%20the%20Career-Track%20Promotion%20Process%20.pdf>

March 1 -  
March 29

Department Heads: Appoint or conduct a department election for at least three tenured faculty, and if there is a career-track promotion candidate, at least two career-track faculty members, all 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.

NOTE: At the discretion of the department head, a separate committee of career-track faculty above rank may be appointed or elected to review career-track promotion cases.

March 1 -  
March 29

Office of the Dean: If there is a committee vacancy on the College Faculty Personnel and Salary Committee for a career-track representative, the Office of the Dean will solicit nominations from this group and conduct a college election for an at-large career-track faculty member above rank to serve on the College Faculty Personnel and Salary Committee.

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, either career-track or tenure-track and a rank above the candidate, for career-track faculty. The peer observer cannot be a member of the Department Personnel Committee or Committees.

April 1 -  
April 26

Department Heads: Contact Collaborators. Prior to making initial contact with potential collaborators by e-mail or phone, review and utilize worksheets available at <https://facultyaffairs.arizona.edu/promotion-dossier-templates>. (Section 10: Worksheets for Solicited Collaborators). If a collaborator agrees to evaluate the candidate, inform them that materials for review will be provided between **June 24 – June 28**.

April 15

Rachel Barton, College Coordinator, will share assigned Box folders with promotion candidates.

| Due Date               | Action Required  |
|------------------------|--|
| April 22 -<br>June 14  | <p>Candidates: Assemble required materials that <u>will be sent to collaborators</u>:</p> <ul style="list-style-type: none"> <li>• <i>Section 2</i>: Summary of Workload Assignment (prepared by Department Head and sent to candidate for signature);</li> <li>• <i>Section 2A</i>: Pandemic Impact Statement;</li> <li>• <i>Section 4</i>: Curriculum Vitae;</li> <li>• <i>Section 4A</i>: List of Collaborators;</li> <li>• <i>Section 4B</i>: Representative Work/Publications – articles, audio and/or video recordings (If applicable);</li> <li>• <i>Section 5</i>: Candidate Statement;</li> <li>• <i>Section 6A</i>: Information on Teaching &amp; Advising (Optional, but <b>recommended</b>); and</li> <li>• <i>Section 7A and 7B</i>: Portfolio for Leadership, Extension, Service, or Innovation and Supplementary Documentation (Optional, as appropriate).</li> </ul> <p>Submit these materials to Rachel Barton, College Coordinator, to your assigned Box folder by <b>June 14</b>.</p> |
| June 1                 | <p>Department Heads: Submit names and contact information of collaborators to Rachel Barton, the College Coordinator.</p>  |
| June 14                | <p>Candidates: Submit required information/materials for collaborators to the Department Head. No revisions to CVs and Candidate Statements after this date.</p>   |
| June 17 – June 21      | <p>Department Heads/College Coordinator: Review materials submitted for collaborators for potential conflicts of interest. Add to the P&amp;T dossier Section 2: summary of candidate’s workload assignment with department head and candidate signatures.</p>   |
| June 24 – June 28      | <p>College Coordinator: Send a formal request to collaborators using the template letter provided by the Faculty Affairs Office (Appendix E: Template Letter for Research Collaborator, Professional Client, or Other Community Collaborator at <a href="https://facultyaffairs.arizona.edu/content/promotion-dossier-templates">https://facultyaffairs.arizona.edu/content/promotion-dossier-templates</a>). Request receipt of evaluation and the collaborator’s short vitae by <b>August 9</b>.</p>   |
| June 17 -<br>August 16 | <p>Candidates: Complete <u>remaining sections of the dossier</u>.</p> <ul style="list-style-type: none"> <li>• <i>Section 6A</i>: Information on Teaching &amp; Advising</li> <li>• <i>Section 6B</i>: Supporting Documentation (Optional)</li> <li>• <i>Section 7A and 7B</i>: Portfolio for Leadership, Extension, Service, &amp; Innovation and Supplementary Documentation (Optional, as appropriate)</li> <li>• <i>Section 8 and 8A</i>: Membership in Graduate Interdisciplinary Programs (if applicable)</li> </ul>   |

| Due Date                      | Action Required  |
|-------------------------------|--|
|                               | <ul style="list-style-type: none"> <li>• <i>Section 9: Teaching Peer Observation for Promotion</i> (at least one peer observation of teaching during the year before or semester of the promotion review)</li> </ul> <p>Submit these materials to Rachel Barton, College Coordinator, to your assigned Box folder by <b>August 16</b>.</p> |
| August 9                      | Collaborator letters due   |
| August 16                     | Candidates: Submit completed promotion dossier and accompanying materials.   |
| August 12 -<br>August 23      | Department Heads: Confirm that collaboration letters and short vitae from 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 collaborator letters.   |
| August 19 -<br>August 30      | Department Heads: Meet with members of the Department Personnel Committee (DPC) or Committees to emphasize the importance of confidentiality, to give the charge, reinforce procedures and the timeline.   |
| September 2                   | College Coordinator: Forward promotion dossiers to DPC members.  |
| September 2 -<br>September 27 | DPC Members: First evaluate career-track dossiers. Prepare recommendation letter(s). Letters must be on department letterhead and include electronic signatures of all DPC members.  |
|                               | <b>NOTE: The letter of recommendation must report the vote count on promotion, including recusals, abstentions and minority viewpoint (if relevant).</b>   |
| September 27                  | Department Personnel Committee or Committees: Submit the Committee's evaluations of Candidates.  |
| September 30                  | College Coordinator: Forward promotion dossiers to Department Heads.   |
| September 30 -<br>October 25  | Department Heads: First evaluate career-track dossiers. Prepare recommendation letter(s).  |
| October 25                    | Department Heads: Submit the Head's evaluations for each candidate to the Office of the Dean.  |
| October 28                    | College Coordinator: Forward each promotion dossier, the DPC's and Department Head's evaluations for each candidate, and College and University procedures available to the College Faculty Personnel and Salary Committee.  |

| Due Date                    | Action Required  |
|-----------------------------|--|
| October 28 -<br>November 22 | College Faculty Personnel and Salary Committee: Mandatory meetings as necessary to review and evaluate all promotion candidates. First evaluate career-track dossiers.   |
| November 4 -<br>November 8  | Department Heads/College Coordinator: Section 10: Add to the dossier a sample copy of the request letters to collaborators (Appendix E), worksheet for Selection of collaborators, and collaborators brief bio template.   |
| November 22                 | College Faculty Personnel and Salary Committee: Assessment of all career-track candidates must be complete. Letters of evaluation are due to the Office of the Dean.<br><br><b>NOTE: The letter of recommendation must report the vote count on promotion and/or tenure, including recusals, abstentions and minority viewpoint (if relevant).</b> |
| November 25                 | College Coordinator: Forward promotion dossiers to the Dean.   |
| November 25 -<br>December 5 | Dean: Evaluate all candidates. Prepare recommendation letter(s).   |
| December 5                  | Dean: Recommendation letter(s) due to College Coordinator.   |
| December 6                  | Office of the Dean: Promotion dossiers due to the Office of the Provost.   |