

COLLEGE OF EDUCATION  
CAREER-TRACK FACULTY PROMOTION REVIEW CALENDAR FOR LECTURER SERIES  
2024-2025

The process is the same as career-track professors of practice promotion dossiers **except no external evaluators are required**. The College of Education requires no more than 3 collaborator letters. This is an internal process. The dossier is reviewed by the Department Personnel Committee, the Department Head, the College Personnel Committee, and the Dean makes the final recommendation. 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 7	<p>Associate Dean of Faculty Affairs: Distribute notices regarding the Promotion process to the following faculty:</p> <p><b>Lecturers</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>Senior Lecturers</b> who may wish to go up for promotion after 3 years of service (except for those currently undergoing promotion).</p>
February 7 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 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 - 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 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 <b>March 22</b>.</p>

Due Date

Action Required

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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.

April 22 -  
June 14

Candidates: Assemble required materials that will be sent to collaborators:

- *Section 2: Summary of Workload Assignment* (prepared by Department Head and sent to candidate for signature);

Due Date	Action Required
	<ul style="list-style-type: none"> <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; and</li> <li>• <i>Section 6A</i>: Information on Teaching &amp; Advising (Optional, but <b>recommended</b>)</li> </ul> <p>Submit these materials to Rachel Barton, College Coordinator, to your assigned Box folder by <b>June 14</b>.</p>
June 1	Department Heads: Submit names and contact information of collaborators to Rachel Barton, the College Coordinator.
June 14	Candidates: Submit required information/materials for collaborators to the Department Head. No revisions to CVs and Candidate Statements after this date.
June 17 – June 21	Department Heads/College Coordinator: Review materials submitted for 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.
June 24 – June 28	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> .
June 17 - August 16	<p data-bbox="418 1367 1154 1398">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 9</i>: Teaching Peer Observation for Promotion (at least one peer observation of teaching during the year before or semester of the promotion review)</li> </ul> <p data-bbox="418 1755 1463 1827">Submit these materials to Rachel Barton, College Coordinator, to your assigned Box folder by <b>August 16</b>.</p>
August 9	Collaborator letters due

Due Date	Action Required
August 16	Candidates: Submit completed promotion dossier and accompanying materials.
August 12 - 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 - 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 - 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 - 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.
October 28 - 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 - 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.

Due Date	Action Required
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.  <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 - December 20	Dean: Evaluate all candidates. Prepare recommendation letter(s).
December 23 - January 1	Holiday Closure
January 3	Dean: Final recommendation letter(s) due to College Coordinator.
January 6 - January 17	Office of the Dean: Work with the Department Head and COE HR Team to draft notification letter(s) to candidates.
January 20 - January 24	Office of the Dean: Forward final notification letter(s) to candidates.