

COLLEGE OF EDUCATION CALENDAR FOR THIRD-YEAR RETENTION REVIEWS
2024-2025

The Third-Year Retention Review follows some of the same steps as the promotion and tenure review. You will use the same dossier templates and CV format as the promotion dossier located at <https://facultyaffairs.arizona.edu/content/promotion-dossier-templates>. **Letters from external reviewers and collaborators are not required for third-year reviews.** It is essential that faculty and staff carefully follow their department- and college-level guidelines to ensure a seamless retention review process.

Due Date	Action Required
February 15	Associate Dean of Faculty Affairs: Distribute notices regarding the Third-Year Retention Review process to faculty in the third year in rank as a tenure-eligible assistant professor.
August 1	College Coordinator (Rachel Barton): Make available Box folders for candidates to upload required materials.
August 19	<p>Third-Year Review Candidates: Begin preparing for the third-year review. Discuss the parts of the required sections for the dossier with Department Heads. The review follows some of the same steps as the promotion and tenure review. Refer to the P&T dossier templates at https://facultyaffairs.arizona.edu/promotion-dossier-templates.</p> <p>Candidates: Assemble required materials.</p> <ul 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>: Teaching Portfolio (Information on Teaching & Advising) • <i>Section 6B</i>: Supporting Documentation (Optional) • <i>Section 7 and 7B</i>: (<i>Optional, as appropriate</i>) Portfolio for Leadership, Extension, Service & Innovation and Supplementary Documentation; • <i>Section 8 and 8A</i>: (<i>Optional, as appropriate</i>) Membership in Graduate Interdisciplinary Programs and Description of Contributions and GIDP Evaluations • <i>Section 9</i>: Teaching Peer Observation (<i>at least one peer observation during the year before or semester of the review</i>)

Submit these materials by November 15.

Due Date	Action Required
October 18	College Coordinator: Reminder to third-year review candidates that dossier materials are due November 15.
November 15	Third-Year Review Candidates: Submit completed dossier to the Dean's Office.
November 18 November 22	College Coordinator: Upload required materials into the UA Faculty Portfolio RPT system and make available the dossier for each third-year review candidate to the Department Peer Committee (DPC) or Committees.
November 25 December 20	Department Peer Committee (DPC) or Committees: Evaluate candidate and prepare recommendation letter. Letter must be on department letterhead and include electronic signatures of all DPC members.
December 20	Department Peer Committee (DPC) or Committees: Forward the Committee's evaluations of third-year review candidates to the Dean's Office. The Dean's Office will forward cases to Department Heads for evaluation.
December 23 January 2	University Holiday Closure
January 2 January 24	Department Heads: Evaluate each candidate. Prepare recommendation letter(s). Evaluations and recommendations of peer review committees are confidential; however, a summary of the committee's evaluation may be shared with the candidate in addition to the written evaluation from the Department Head. Department Head: If a department head recommends that a faculty member not be reappointed after the departmental level review, the faculty member will be reviewed at the college and university level according to the <i>University Handbook for Appointed Personnel (UHAP §3.3.02 - Promotion and Tenure Process for Tenure-Eligible and Tenured Faculty)</i> . The Department Head must immediately notify the Dean's Office so the members of the COE Faculty Personnel and Salary Committee can be reconvened to evaluate the case. The COE Faculty Personnel and Salary Committee, the Dean, the University Promotion and Tenure Advisory Committee, and the Provost are required to evaluate if nonrenewal is recommended in the third year of tenure-eligible service, and dossiers for these individuals must be submitted to the University Promotion and Tenure Advisory Committee by January 17.
January 24	Department Heads: Forward the Department Head evaluation for each third-year review candidate (those recommended for retention in rank) to the Dean's Office.
January 27	Office of the Dean: Forward dossiers with evaluations from the DPC and

January 31 Due Date	Department Head to the Dean and Associate Dean of Faculty Affairs. Action Required
February 3 February 14	Dean and Associate Dean of Faculty Affairs: Evaluate the progress of tenure-eligible faculty in their third year.
February 17 March 14	Dean, Associate Dean of Faculty Affairs, and Department Head: Meet with tenure-eligible faculty evaluated in their third year to discuss and provide feedback related to their progress toward promotion and tenure.
March 17 March 31	Dean: Send official results of the review (retained in rank for fourth through sixth years) to the candidates.
April 1	Office of the Dean: Send a list of positive third-year reviews to the Provost's Office.