

COLLEGE OF EDUCATION
TIMELINE FOR TENURE PROGRESS REVIEWS
FOR 1st, 2nd, 3rd, and 5th YEAR CANDIDATES
2021 – 2022

- 8/16/21 Information Distributed by the Dean
The Dean will distribute the schedules for prospectus and dossier submissions to tenure track faculty.

The Senior Associate Dean will call a meeting of the College-wide Tenure and Promotion Committee with the Dean.
- 9/17/21 By September 17th, the Dean and/or the Senior Associate Dean will notify all departmental faculties of the code of ethics, timeline, and procedural events.
- 9/17/21 By September 17th, the Dean and Senior Associate Dean will meet with the chairs of all departmental committees to discuss the timeline, code of ethics, procedural events, and chair/committee expectations.
- 9/20/21 Prospectuses and Dossiers
First-year faculty members must submit to their respective department heads a complete and current vita and a three- to five-page description of proposed teaching, research, and service agendas (prospectus) for the next 3-5 years at The University of Alabama through Digital Measures. Emphasis should be placed on goals and development of an ongoing agenda to improve instruction and further develop an area of research that will support graduate students.
- 9/20/21 **Years 2, 3, & 5** (not applicable to temporary appointments and 1st year faculty) must submit a dossier to their respective department heads through Digital Measures.

All other additional materials should be kept in the candidate's office in the event additional information is needed.

All faculty members should download a copy of their dossiers for reference.
- 9/24/21 Additions to Dossiers
The department head may add relevant information to the dossier
- 9/29/21 Faculty Response
The candidate has the opportunity to add explanatory or rebuttal material.
- 9/30/21 Department Head Response
The department head may add a response to the explanatory or rebuttal material submitted by the candidate
- 10/1/21-10/22/21 Departmental Committee on Tenure and Promotion
The department committees on Tenure and Promotion will review the prospectuses of 1st year tenure-track faculty and dossiers submitted by candidates for 2nd, 3rd, and 5th year reviews.
- 10/22/21 Departmental Committee Reviews
By October 22nd, the department committee chair will submit evaluation letters to candidates through email.

- 10/29/21 Faculty Request for Special Review by Departmental Committee
By October 29th, a candidate may submit a letter to request a special review of the review results and the reasons for the request to the departmental committee through email, if applicable.
- 11/5/21 Special Review by Departmental Committee
The departmental committee chair will notify the faculty member of the special review outcomes with an explanation of the results through a letter submitted to the candidate through email.
- 11/12/21 Modified Departmental Committee Letter
A revised letter, if necessary, incorporating any changes that occurred due to the special review will be submitted to the candidate through email.
- 11/12/21 Documentation of Departmental Committee Reviews
For each candidate, the departmental committee chair will submit the following into Digital Measures: original department letter (required); faculty request for special review (if any); report of outcome of special review (if any); and modified departmental committee letter (if any).
- 11/15/21 Faculty Confirmation of Dossier Contents
Candidate reviews dossier contents for completeness and may provide a letter to the departmental committee chair in Digital Measures.
- 11/16/21 Response of Departmental Committee Chair
Departmental committee chair may provide a typed response to the candidate letter in Digital Measures.
- 11/16/21-11/30/21 Department Head Reviews
The department head will review the materials submitted in Digital Measures for 1st, 2nd, 3rd, and 5th year candidates.
- 11/30/21 Faculty Notification by Department Head
The department head will submit letter with the results of the review to the candidate through email.
- 12/3/21 Faculty Request for Special Review by Department Head
The faculty member may request a special review of the dossier by submitting a letter with an explanation of the reasons for the request to the department head through email.
- 12/10/21 Department Head Response
A letter containing the special review results and an explanation of the results will be sent to the candidate through email.
- 12/10/21 Modified Department Head Letter
A revised letter, if necessary, incorporating any changes that occurred due to the special review will be sent to the candidate through email.
- 12/10/21 Documentation of Department Head Reviews
For each candidate, the department head will submit the following into Digital Measures: original department letter (required); faculty request for special review (if any); report of outcome of special review (if any); and modified departmental committee letter (if any).
- 12/13/21 Faculty Confirmation of Dossier Contents
Candidate reviews dossier contents for completeness and may provide a typed comment to the department head in Digital Measures.

12/14/21	<p><u>Response of Departmental Head</u> Department head may provide a typed response to the candidate's comment in Digital Measures.</p>
12/14/21-1/14/22	<p><u>Dean's Review of Candidate Dossier</u> The Dean will review the materials received through Digital Measures. The Dean will notify the faculty member, in writing, of the recommendation made and indicate the reasons for the recommendation.</p>
1/14/22	The Dean's review letter will be sent to the candidate by email.
1/17/22	<p><u>Faculty Request for Special Review by the Dean</u> By January 17th, letter requesting a special review of the results which explains the reasons for the request will be submitted to the Dean through email, if applicable.</p>
1/21/22	<p><u>Dean's Response to the Special Review</u> A letter containing the results of the special review and an explanation of the results will be sent to the candidate through email.</p>
1/21/22	<p><u>Modified Letter by the Dean</u> A revised letter, if necessary, incorporating any changes that occurred due to the special review will be sent to the candidate through email.</p>
1/21/22	<p><u>Documentation of Dean's Review</u> For each candidate, the dean/dean's representative will submit the following into Digital Measures: original department letter (required); faculty request for special review (if any); report of outcome of special review (if any); and modified departmental committee letter (if any).</p>
1/24/22	<p><u>Faculty Confirmation of Dossier Contents</u> The faculty member will review the dossier to ensure completeness and the candidate may provide a typed comment to the Dean in Digital Measures.</p>
1/25/22	<p><u>Response of the Dean</u> The Dean may provide a typed response to the candidate's response in the previous step.</p>
1/31/22	<p><u>Submissions to the Office of Academic Affairs</u> The Dean/Dean's representation will transmit appropriate documents and recommendations to the Office for Academic Affairs.</p>
April 2022	The Provost will announce decisions.

Consult the current *UA Faculty Handbook* for additional information.