

**COLLEGE OF EDUCATION  
TIMELINE FOR PROMOTION REVIEWS  
FOR RENEWABLE CONTRACT FACULTY CANDIDATES  
2023 – 2024**

Monday, 5/1/23	<p><u>Notification</u> A candidate under consideration for promotion review should make this decision and provide a letter of intent to the respective department head and the Dean by this date.</p>
Monday, 5/8/23	<p><u>Request for External Reviewers</u> By this date, the Senior Associate Dean should receive electronically the names, addresses, telephone numbers, and email addresses of six external reviewers from the department heads of the candidates for promotion. In the event that any of the external reviewers submitted are unable to participate, a list of three rank-ordered alternate reviewers should be included.</p> <p>“In seeking objective reviews of a candidate’s research record, an ‘arm’s-length’ policy is critical in selecting reviewers. External reviewers should not be assistant professors, nor individuals who have published with the candidate, nor the candidate’s terminal degree advisor(s). Exceptions should be documented and rare” (<i>UA Faculty Handbook, p. 37</i>).</p>
Monday, 5/8/23- Monday, 5/15/23	<p>The Senior Associate Dean will solicit the participation of the external reviewers identified.</p>
Monday, 5/22/23	<p>The candidate for promotion must submit electronically to the Senior Associate Dean a current vita and three documents related to Academic Citizenship and the candidate’s focus area(s) as noted in the College of Education <i>Implementation Process for Renewable Contract Faculty</i>. The candidate may also include a three-page electronic statement which briefly introduces, describes, and frames the candidate’s Academic Citizenship and the focus area(s). The Senior Associate Dean will send materials to the external reviewers.</p>
Tuesday, 8/15/23	<p><u>Information Distributed by the Dean</u> The Dean will distribute the schedules for prospectus and dossier submissions to all faculty.</p>
Friday, 9/15/23	<p>By September 15<sup>th</sup>, the Dean and/or the Senior Associate Dean will notify all department heads of the code of ethics, timeline, and procedural events.</p>
Friday, 9/15/23	<p>By September 15<sup>th</sup>, the Dean and Senior Associate Dean will meet with the College-wide Renewable Contract Faculty Promotion Committee to discuss the timeline, code of ethics, procedural events, and chair/committee expectations.</p>
Monday, 9/18/23	<p><u>Candidate Submission of Dossier</u> Candidates for promotion must submit a dossier of supporting to their respective department heads through the Faculty Success system.</p> <p>All other additional materials should be kept in the candidate's office in the event additional information is needed.</p> <p>All faculty members should download a copy of their dossiers for reference.</p>
Friday, 9/22/23	<p><u>Additions to Dossiers</u> The department head may add relevant information to the dossier</p>
Wednesday, 9/27/23	<p><u>Faculty Response</u> The candidate has the opportunity to add explanatory or rebuttal material.</p>

Thursday, 9/28/23	<p><u>Department Head Response</u> The department head may add a response to the explanatory or rebuttal material submitted by the candidate</p>
Friday, 9/29/23- Friday, 10/20/23	<p><u>Department Head Reviews</u> The department head will review the materials submitted in the Faculty Success system by candidates seeking promotion.</p>
Friday, 10/20/23	<p><u>Faculty Notification by Department Head</u> The department head will submit letter with the results of the review to the candidate through email.</p>
Friday, 10/27/23	<p><u>Faculty Request for Special Review by Department Head</u> The faculty member may request a special review of the dossier by submitting a hard copy letter with an explanation of the reasons for the request to the department head through email.</p>
Friday, 11/3/23	<p><u>Department Head Response</u> A letter containing the special review results and an explanation of the results will be sent to the candidate through email.</p>
Friday, 11/10/23	<p><u>Modified Department Head Letter</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>
Friday, 11/10/23	<p><u>Documentation of Department Head Reviews</u> For each candidate, the department head will submit the following into the Faculty Success system: 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>
Monday, 11/13/23	<p><u>Faculty Confirmation of Dossier Contents</u> Candidate reviews dossier contents for completeness and may provide a letter to the department head in the Faculty Success system.</p>
Tuesday, 11/14/23	<p><u>Response of Departmental Head</u> Department head may provide a typed response to the candidate's letter in the Faculty Success system.</p>
Tuesday, 11/14/23- Tuesday, 11/28/23	<p><u>College-wide Committee on Promotion Review for Renewable Contract Faculty</u> The College-wide Promotion Committee will review the dossiers of Renewable Contract faculty applying for promotion.</p>
Tuesday, 11/28/23	<p><u>College-wide Committee on Promotion Review for Renewable Contract Faculty Letter to Candidate</u> The chair of the College-wide Committee will notify the faculty member through email letter of any action taken with regard to promotion and will include the Committee's assessment of whether the dossier contains convincing evidence that all applicable criteria and standards have been met.</p>
Friday, 12/1/23	<p><u>Faculty Request for Review of College-wide Committee Recommendation</u> By December 1<sup>st</sup>, the faculty member may request a review of the promotion recommendation by sending a letter through email to the chair of the College-wide Committee.</p>
Friday, 12/8/23	<p><u>Special Reviews by the College-wide Committee</u> By December 8<sup>th</sup>, the College-wide committee chair will notify the faculty member of the results of the special review through email.</p>
Friday, 12/8/23	<p><u>Modified letter by the College-wide Committee</u> A revised letter, if necessary, incorporating any changes that occurred due to the special review will be emailed to the candidate.</p>

Friday, 12/8/23	<p><u>Documentation of College-wide Committee Reviews</u> The College-wide committee chair will submit the following into the Faculty Success system for each candidate: original College-wide committee letter (required); faculty request for special review (if any); report of outcome of special review (if any), and modified College-wide committee letter (if any).</p>
Monday, 12/11/23	<p><u>Faculty Confirmation of Dossier Contents</u> Candidate reviews dossier contents for completeness and may provide a letter to the College-wide committee chair in the Faculty Success system.</p>
Tuesday, 12/12/23	<p><u>Response of College-wide Committee</u> College-wide committee chair may provide a typed response to the candidate letter in the Faculty Success system.</p>
Tuesday, 12/12/23- Friday, 1/12/24	<p><u>Dean's Review of Candidate Dossier</u> The Dean will review the materials received through the Faculty Success system. The Dean will notify the faculty member, in writing, of the recommendation made and indicate the reasons for the recommendation.</p>
Friday, 1/12/24	<p><u>Dean's Review Letter</u> The Dean's review letter will be sent to the candidate by email.</p>
Tuesday, 1/16/24	<p><u>Faculty Request for Special Review by the Dean</u> By January 16<sup>th</sup>, a 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>
Friday, 1/19/24	<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>
Friday, 1/19/24	<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>
Friday, 1/19/24	<p><u>Documentation of Dean's Review</u> For each candidate, the dean/dean's representative will submit the following into the Faculty Success system: 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>
Monday, 1/22/24	<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 the Faculty Success system.</p>
Tuesday, 1/23/24	<p><u>Response of the Dean</u> The Dean may provide a typed response to the candidate's response in the previous step.</p>
Monday, 1/29/24	<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 2024	<p>The Provost will announce decisions.</p>

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