

## COLLEGE OF EDUCATION

### TIMELINE FOR MANDATORY PROVOST PROBATIONARY REVIEW (4<sup>TH</sup> YEAR)

### TIMELINE FOR PROMOTION AND TENURE

### TIMELINE FOR PROMOTION TO FULL PROFESSOR 2023 – 2024

Monday, 5/1/23

Notification for Tenure and Promotion Candidates and Promotion to Full Professor Candidates Only

A candidate under consideration for tenure and/or promotion review should make this decision and provide a letter of intent to the respective department head and the Dean by this date.

Monday, 5/8/23

Request for External Reviewers for Promotion and Tenure Candidates and Promotion to Full Professor Candidates Only

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 tenure and/or 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.

The candidate should provide a list of three external reviewers which should be forwarded to the department head. In addition, a senior faculty member chosen by the candidate should work with the department head to identify three additional faculty external reviewers.

“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” (*UA Faculty Handbook*, p. 37).

Monday, 5/8/23-  
Monday, 5/15/23

The Senior Associate Dean will solicit the participation of the external reviewers identified.

Monday, 5/22/23

The candidate for tenure and/or promotion must submit electronically to the Senior Associate Dean a current vita and three articles which will be examined by the external reviewers. The candidate may also include a three- page electronic statement which briefly introduces, describes, and frames the candidate’s scholarship, teaching, and service. The Senior Associate Dean will send materials to the external reviewers.

## **Information for 4<sup>th</sup> year candidates, promotion and tenure candidates, and promotion to full professor candidates**

- Tuesday, 8/15/23 Information Distributed by the Dean  
The Dean will distribute the schedules for 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.
- Friday, 9/15/23 By September 15<sup>th</sup>, the Dean and/or the Senior Associate Dean will meet with all departmental faculties to discuss the timeline and code of ethics.
- Friday, 9/15/23 By September 15<sup>th</sup>, the Dean and Senior Associate Dean will meet with the chairs of all departmental committees to discuss the timeline and code of ethics.
- Monday, 9/18/23 Candidate Submission of Dossiers  
All candidates must submit their dossiers to their respective department heads through the Faculty Success system.
- All other additional materials should be kept in each candidate's office in the event additional information is needed.
- All faculty members should download a copy of their dossiers for reference.
- Friday, 9/22/23 Additions to Dossiers and Submission to Committee(s)  
The department head may add relevant information to the dossier in the Faculty Success system. In the event that information is added to the dossier, the department head resubmits the dossier in the Faculty Success system.
- Wednesday, 9/27/23 Faculty Response  
The candidate has the opportunity to add explanatory or rebuttal material.
- Thursday, 9/28/23 Department Head Response  
The department head may add a response to the material submitted by the candidate.
- Friday, 9/29/23-  
Monday, 10/9/23 Departmental Committees on Tenure and Promotion  
The departmental committees on tenure and promotion will review the dossiers for 4<sup>th</sup> year faculty and for candidates requesting tenure and/or promotion.
- Monday, 10/9/23 By October 9<sup>th</sup>, the department committee chair will provide evaluation letters through email to 4<sup>th</sup> year faculty, including a vote for reappointment.
- By October 9<sup>th</sup>, the departmental committee chair will provide evaluation letters through email to candidates for tenure and/or promotion that include action taken with regard to tenure and/or promotion and the committee's assessment of whether the dossier contains convincing evidence that all applicable criteria and standards have been met.
- Friday, 10/13/23 Faculty Request for Review of Departmental Committee Recommendation  
By October 13<sup>th</sup>, the faculty member may submit a written request through email to the departmental committee chair requesting a special review with an explanation of the reasons for the request.
- Friday, 10/20/23 Special Review by Departmental Committees  
The departmental committee chair will notify the faculty member of the special review results and indicate the reasons for the results through email.

Friday, 10/20/23	<p><u>Modified Departmental Committee Letter</u> A revised letter, if necessary, incorporating any changes that occurred due to the special review will be sent through email. review (if any).</p>
Friday, 10/20/23	<p><u>Documentation of Departmental Committee Reviews</u> For each candidate, the departmental chairperson 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, 10/23/23	<p><u>Faculty Confirmation of Dossier Contents</u> Candidate reviews dossier contents for completeness and may provide a typed comment to the departmental committee chair in the Faculty Success system.</p>
Tuesday, 10/24/23	<p><u>Response of Departmental Committee Chair</u> Departmental committee chair may provide a typed response to the candidate letter in the Faculty Success system.</p>
Tuesday, 10/24/23- Monday, 11/6/23	<p><u>Department Head Reviews</u> The department head will review the materials submitted in the Faculty Success system for 4<sup>th</sup> year, tenure/promotion, and promotion candidates.</p>
Monday, 11/6/23	<p><u>Faculty Notification by Department Head</u> The department head will notify the candidate of the results of the review by a letter sent to the candidate through email.</p>
Friday, 11/10/23	<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 letter to the department head through email, which includes an explanation of the reasons for the special review request.</p>
Wednesday, 11/15/23	<p><u>Department Head Response</u> A letter to the faculty member containing the outcomes of the special review with an explanation of the results will be sent through email.</p>
Wednesday, 11/15/23	<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 through email.</p>
Wednesday, 11/15/23	<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 head letter (if any).</p>
Thursday, 11/16/23	<p><u>Faculty Confirmation of Dossier Contents</u> Candidate reviews dossier contents for completeness and may provide a typed comment to the department head in the Faculty Success system.</p>
Friday, 11/17/23	<p><u>Response of Departmental Head</u> Department head may provide a typed response to the candidate in the Faculty Success system.</p>
Friday, 11/17/23- Friday, 12/1/23	<p><u>College-wide Committee on Tenure and Promotion Review</u> By December 1<sup>st</sup>, the College-wide Committee will evaluate the dossiers of all 4<sup>th</sup> year faculty, provide feedback to each faculty member reviewed, and vote on the question of reappointment.</p>

By December 1<sup>st</sup>, the College-wide Committee will review the dossiers of all faculty applying for tenure and/or promotion. The chairperson of the College-wide Committee will notify the faculty member of action taken with regard to tenure and/or promotion and will include the Committee's assessment of whether the dossier contains convincing evidence that all applicable criteria and standards have been met through email letter.

Wednesday, 12/6/23

Faculty Request for Review of College-wide Committee Recommendation

By December 6<sup>th</sup>, the faculty member may request a review of the tenure and/or promotion recommendation or the 4<sup>th</sup> year review recommendation through submission of a written request by sending a letter through email to the chair of the College-wide Committee.

Monday, 12/11/23

Special Reviews

By December 11<sup>th</sup>, the College-wide committee chair will notify the faculty member of results of the special review through email.

Monday, 12/11/23

Modified College-wide Committee Letter

A revised letter, if necessary, incorporating any changes that occurred due to the special review will be emailed to the candidate.

Monday, 12/11/23

Documentation of College-wide Committee Reviews

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).

Tuesday, 12/12/23

Faculty Confirmation of Dossier Contents

Candidate reviews dossier contents for completeness and may provide a typed comment to the College-wide committee chair in the Faculty Success system.

Wednesday, 12/13/23

Response of College-wide Committee

College-wide committee chair may provide a typed response to the candidate letter in the Faculty Success system.

Thursday, 12/14/23- Friday,  
1/12/24

Dean's Review of Candidate Dossier

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.

Friday, 1/12/24

Dean's Review Letter

The Dean's review letter will be sent to the candidate through email.

Tuesday, 1/16/24

Faculty Request for Special Review by the Dean

A letter requesting a special review of the results explaining the reasons for the request should be sent to the Dean through email, if applicable.

Friday, 1/19/24

Dean's Response to the Special Review

A letter to the faculty member containing the results of the special review with an explanation of the results will be emailed to the candidate.

Friday, 1/19/24

Modified Letter by the Dean

A revised letter, if necessary, incorporating any changes that occurred due to the special review will be emailed to the candidate.

Friday, 1/19/24

Documentation of Dean's Review

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).

Monday, 1/22/24

Faculty Confirmation of Dossier Contents

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.

Tuesday, 1/23/24

Response of the Dean

The dean may provide a typed response to the candidate's response in the previous step.

Monday, 1/29/24

Submissions to the Office of Academic Affairs

The dean/dean's representation will transmit appropriate documents and recommendations to the Office for Academic Affairs.

April 2024

The Provost will announce decisions.

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