

COLLEGE OF EDUCATION
TIMELINE FOR TENURE PROGRESS REVIEWS
FOR 2nd, 3rd, and 5th YEAR CANDIDATES 2023 – 2024

Friday, 4/14/23	<p><u>Information Distributed by the Dean</u> The Dean will distribute the schedules for prospectus and dossier submissions to tenure track faculty.</p>
Tuesday, 8/15/23	<p>Information distributed by the Dean to faculty.</p> <p>The Senior Associate Dean will call a meeting of the College-wide Tenure and Promotion Committee with the Dean.</p>
Friday, 9/15/23	<p>By September 15th, the Dean and/or the Senior Associate Dean will notify all departmental faculties of the code of ethics, timeline, and procedural events.</p>
Friday, 9/15/23	<p>By September 15th, 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.</p>
Monday, 9/18/23	<p>Years 2, 3, & 5 (not applicable to temporary appointments) must submit a dossier 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>Departmental Committee on Tenure and Promotion</u> The department committees on Tenure and Promotion will review the dossiers submitted by candidates for 2nd, 3rd, and 5th year reviews.</p>
Friday, 10/20/23	<p><u>Departmental Committee Reviews</u> By October 20th, the department committee chair will submit evaluation letters to candidates through email.</p>
Friday, 10/27/23	<p><u>Faculty Request for Special Review by Departmental Committee</u> By October 27th, 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.</p>
Friday, 11/3/23	<p><u>Special Review by Departmental Committee</u> 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.</p>

Friday, 11/10/23	<p><u>Modified Departmental Committee Letter</u> A revised letter, if necessary, incorporating any changes that occurred due to the special review will be submitted to the candidate through email.</p>
Friday, 11/10/23	<p><u>Documentation of Departmental Committee Reviews</u> For each candidate, the departmental committee chair 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 departmental committee chair in the Faculty Success system.</p>
Tuesday, 11/14/23	<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, 11/14/23- Tuesday, 11/28/23	<p><u>Department Head Reviews</u> The department head will review the materials submitted in the Faculty Success system for 2nd, 3rd, and 5th year candidates.</p>
Tuesday, 11/28/23	<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>
Monday, 12/4/23	<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 with an explanation of the reasons for the request to the department head through email.</p>
Monday, 12/11/23	<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>
Monday, 12/11/23	<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>
Monday, 12/11/23	<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>
Tuesday, 12/12/23	<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>
Wednesday, 12/13/23	<p><u>Response of Departmental Head</u> Department head may provide a typed response to the candidate's comment in the Faculty Success system.</p>
Thursday, 12/14/23- 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 Faculty Request for Special Review by the Dean
By January 16th, 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.
- Friday, 1/19/24 Dean's Response to the Special Review
A letter containing the results of the special review and an explanation of the results will be sent to the candidate through email.
- 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 sent to the candidate through email.
- 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.

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