## COLLEGE OF EDUCATION TIMELINE FOR PROMOTION REVIEWS FOR RENEWABLE CONTRACT FACULTY CANDIDATES 2025-2026

Friday, 3/21/2025 Information Distributed by the Dean The Dean will distribute the schedules and code of ethics to all faculty. Friday, 3/28/2025 Information Session An information meeting for faculty on Promotion. Monday, 4/21/2025 Notification 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. Request for External Reviewers Monday, 4/28/2025 By this date, the Senior Associate Dean must receive electronically the names, addresses, telephone numbers, and email addresses of four 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 two rank-ordered alternate reviewers should be included. "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, https://ua-public.policystat.com/policy/14682879/latest/#autoid-6y78e). Monday, 4/28/2025 The Senior Associate Dean will solicit the participation of the external reviewers identified. Monday, 5/5/2025 By this date, the Department Heads will send the Senior Associate Dean and the Associate Dean of Research and Service the name of their College-wide Tenure and Promotion Committee member for 2025-2026. Monday, 5/19/2025 The candidate for promotion must electronically submit to the Senior Associate Dean a current vita, three (3) documents related to workload (as noted in the Guidelines for the Promotion of Renewable Contract Faculty (RCF) in the College of Education), and a three-page narrative that briefly introduces, describes, and frames the candidate's areas of responsibility. The Senior Associate Dean will send materials to the external reviewers. Friday, 8/1/2025 Information Redistributed by the Dean The Dean will redistribute the schedules and code of ethics to all faculty. Monday, 8/18/2025 Candidate Submission of Dossier Candidates for promotion must submit a dossier to their respective department heads through the Faculty Success system. Any other additional materials should be kept in the candidate's office in the event

Tuesday, 8/19/2025 By this date, the Dean and/or the Senior Associate Dean will notify all department heads of the code of ethics, timeline, and procedural events.

additional information is needed.

reference.

Friday, 8/22/2025

By this date, the Dean, Senior Associate Dean, and the Associate Dean for Research and Service will meet with the College-wide Renewable Contract Faculty Promotion Committee to discuss the timeline, code of ethics, procedural events, and chair/committee

All faculty members should download a copy of their dossier from Faculty Success for

expectations.

Wednesday, 8/27/2025 <u>Additions to Dossiers by Department Head)</u>

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 returns the dossier to the candidate for review in the Faculty Success

system.

Friday, 8/29/2025 Faculty Response

The candidate has the opportunity to add explanatory or rebuttal material regarding additions to the department head's addition to the dossier in Faculty Success. .

Tuesday, 9/2/2025 Department Head Response

The department head may add a response to the explanatory or rebuttal material

submitted by the candidate.

Monday, 9/8/2025 – <u>Department Head Reviews</u>

Friday, 10/3/2025 The department head will review the materials submitted in the Faculty Success system

by candidates seeking promotion.

Friday, 10/3/2025 Faculty Notification by Department Head

The department head will notify the candidate of the results of the review by a letter sent

to the candidate through the Faculty Success system.

Friday, 10/10/2025 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 the Faculty Success system.

A letter containing the special review results and an explanation of the results will be

sent to the candidate through the Faculty Success system.

Wednesday, 10/15/2025 <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 the Faculty Success system.

Friday, 10/17/2025 Faculty Confirmation of Dossier Contents

Candidate reviews dossier contents for completeness and may provide a comment to

the department head in the Faculty Success system.

Tuesday, 10/21/2025 Response of Department Head

Department head may provide a response to the candidate's comment in the Faculty

Success system.

Tuesday, 10/21/2025 – <u>College-wide Committee on Promotion Review for Renewable Contract Faculty</u>

Tuesday, 11/11/2025 The College-wide Promotion Committee will review the dossiers of Renewable Contract

faculty applying for promotion.

Tuesday, 11/11/2025 By this day, the chair of the College-wide Committee will notify the faculty member

through the Faculty Success system 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.

Friday, 11/14/2025 Faculty Request for Review of College-wide Committee Recommendation

The faculty member may request a review of the promotion recommendation by sending

a letter through the Faculty Success system to the chair of the College-wide Committee.

Friday, 11/21/2025 Special Reviews by the College-wide Committee

The College-wide committee chair will notify the faculty member of the results of the

special review through the Faculty Success system.

Friday, 11/21/2025 Modified Letter by the College-wide Committee

A revised letter, if necessary, incorporating any changes that occurred due to the special

review will be uploaded through the Faculty Success system to the candidate.

Monday, 11/24/2025 <u>Faculty Confirmation of Dossier Contents</u>

The candidate reviews dossier contents for completeness and may provide a comment

to the College-wide committee chair in the Faculty Success system.

Tuesday, 11/25/2025 Response of College-wide Committee

The college-wide committee chair may provide a response to the candidate comment in

the Faculty Success system.

Tuesday, 11/25/2025 – <u>Dean's Review of Candidate Dossier</u>

Friday, 1/9/2026 The Dean will review the materials received through the Faculty Success system. The

Dean will notify the faculty member, in writing in the Faculty Success system, of the

recommendations made and indicate the reasons for the recommendation.

Friday, 1/9/2026 <u>Dean's Review Letter</u>

The Dean's review letter will be sent to the candidate by the Faculty Success system.

Tuesday, 1/13/2026 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 the Faculty Success system, if applicable.

Friday, 1/16/2026 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 the Faculty Success system.

Friday, 1/16/2026 <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 the Faculty Success system.

Tuesday, 1/20/2026 <u>Faculty Confirmation of Dossier Contents</u>

The faculty member will review the dossier to ensure completeness and the candidate

may provide a comment to the Dean in the Faculty Success system.

Wednesday, 1/21/2026 Response of the Dean

The Dean may provide a response to the candidate's comment in the previous step.

Friday, 1/30/2026 <u>Submissions to the Office of Academic Affairs</u>

The Dean's representative will transmit appropriate documents and recommendations to

the Office for Academic Affairs.

April 2026 The Provost will announce decisions.

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