



expectations.

Wednesday, 8/27/2025

Additions to Dossiers by Department Head

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 –  
Friday, 10/3/2025

Department Head Reviews

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.

Wednesday, 10/15/2025

Department Head Response

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

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 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 –  
Tuesday, 11/11/2025

College-wide Committee on Promotion Review for Renewable Contract Faculty

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	<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 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	<u>Response of College-wide Committee</u> The college-wide committee chair may provide a response to the candidate comment in the Faculty Success system.
Tuesday, 11/25/2025 – Friday, 1/9/2026	<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 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	<u>Faculty Request for Special Review by the Dean</u> 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	<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 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	<u>Response of the Dean</u> 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.