

COLLEGE OF EDUCATION
TIMELINE FOR TENURE PROGRESS REVIEWS
FOR 2ND, 3RD, AND 5TH YEAR CANDIDATES 2025-2026

Friday, 3/21/2025	<u>Information Distributed by the Dean</u> The Dean will distribute the schedules and code of ethics to all faculty.
Friday, 3/28/2025	<u>Information Session</u> An information meeting for faculty on Tenure and Promotion.
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 Departmental Tenure and Promotion Committee Chair and College-wide Tenure and Promotion Committee Member(s) for 2025-2026.
Friday, 8/1/2025	<u>Information Redistributed by the Dean</u> The Dean will redistribute the schedules and code of ethics to all faculty.
Monday, 8/18/2025	Years 2, 3, & 5 (not applicable to temporary appointments) must submit a dossier to their respective department heads through the Faculty Success system. Any additional materials should be kept in the candidate's office in the event additional information is needed. All faculty members should download a copy of their dossiers from Faculty Success for reference.
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.
Wednesday, 8/20/2025	<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.
Thursday, 8/21/2025	<u>Faculty Response</u> 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.
Friday, 8/22/2025	<u>Department Head Response</u> The department head may add a response to the explanatory or rebuttal material submitted by the candidate.
Friday, 8/22/2025	By this date, the Dean and the 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.
Wednesday, 9/3/2025 – Wednesday, 10/1/2025	<u>Departmental Committee on Tenure and Promotion</u> The department committees on Tenure and Promotion will review the dossiers submitted by candidates for 2 nd , 3 rd , and 5 th year reviews.

Wednesday, 10/1/2025	<u>Departmental Committee Reviews</u> By this date, the department committee chair will provide evaluation letters through the Faculty Success system to candidates, including a vote for reappointment
Monday, 10/8/2025	<u>Faculty Requests for Special Review by Departmental Committee</u> By this date, 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 the Faculty Success system, if applicable.
Monday, 10/13/2025	<u>Departmental Committee Response</u> The department 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 the Faculty Success system.
Monday, 10/13/2025	<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 the Faculty Success system.
Monday, 10/13/2025	The Departmental Committee Chair notifies the candidate via email that the Departmental Committee's special review is complete and any new documents are available for review in Faculty Success.
Wednesday, 10/15/2025 – Wednesday, 11/5/2025	<u>Department Head Reviews</u> The department head will review the materials submitted in the Faculty Success system for 2 nd , 3 rd , and 5 th year candidates.
Wednesday, 11/15/2025	<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 the Faculty Success system.
Monday, 11/10/2025	<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 the Faculty Success system.
Monday, 11/17/2025	<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 the Faculty Success system.
Monday, 11/17/2025	<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.
Monday, 11/17/2025	The Department Head notifies the candidate via email that the Department Head's special review is complete and any new documents are available for review in Faculty Success.
Wednesday, 11/19/2025 – 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 through 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</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.
Friday, 1/16/2026	The Dean notifies the candidate via email that the Dean's special review is complete and any new documents are available for review in Faculty Success.
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.

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