

**COLLEGE OF EDUCATION
TIMELINE FOR PROMOTION REVIEWS
FOR RENEWABLE CONTRACT FACULTY 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, 4/21/2025	<u>Notification</u> 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.
Monday, 4/28/2025	<u>Request for External Reviewers</u> 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” (<i>UA Faculty Handbook</i> , 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 submit electronically to the Senior Associate Dean a current vita and three documents related to Academic Citizenship and the candidate’s focus area(s) as noted in the College of Education <i>Implementation Process for Renewable Contract Faculty</i> . The candidate may also include a three-page electronic statement which briefly introduces, describes, and frames the candidate’s Academic Citizenship and the focus area(s). The Senior Associate Dean will send materials to the external reviewers.
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	<u>Candidate Submission of Dossier</u> 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 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.

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 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	<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. .
Tuesday, 9/2/2025	<u>Department Head Response</u> 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	<u>Department Head Reviews</u> The department head will review the materials submitted in the Faculty Success system by candidates seeking promotion.
Friday, 10/3/2025	<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.
Friday, 10/10/2025	<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.
Wednesday, 10/15/2025	<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.
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.
Wednesday, 10/15/2025	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.
Tuesday, 10/21/2025 – Tuesday, 11/11/2025	<u>College-wide Committee on Promotion Review for Renewable Contract Faculty</u> 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 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	<u>Faculty Request for Review of College-wide Committee Recommendation</u> 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	<u>Special Reviews by the College-wide Committee</u> 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.
Friday, 11/21/2025	The College-wide Committee Chair notifies the candidate via email that the College-wide Committee's special review is complete and any new documents are available for review in Faculty Success.
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.
Friday, 1/20/2026	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.
April 2026	The Provost will announce decisions.

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