

## Yearly Promotion Review Schedule: Tenure Track Faculty

- All dossiers are due to the Office of Faculty Affairs by **October 13**, and to the Provost's Office by **January 12**
- Candidates are notified of the recommendation being made when dossiers are forwarded from the department to the college, and from the college to the university.

Date	Responsible Party	Tasks / Action
Early March	Office of Faculty Affairs	Notifies faculty & their department chairs of upcoming mandatory reviews
March	Department Chair	Discusses promotion/track change with 5 <sup>th</sup> year assistant/associate TE faculty.
April	Candidate	Attends Faculty Affairs Workshop on Promotion process and Preparation of COM-P dossiers (Individual appointments available to meet with Dean's of Faculty Affairs office - Contact Chelsea Meraz by email <a href="mailto:chelseae@email.arizona.edu">chelseae@email.arizona.edu</a> or phone 602-827-2617)
April– June	Candidate	Prepares dossier (workload assignment, CV, candidate statement, teaching & service portfolios) using UA/COM-P format for CV <a href="https://drive.google.com/file/d/0B3FRmsfZvPUCdmpIzUxfTEVvVDQ/view">https://drive.google.com/file/d/0B3FRmsfZvPUCdmpIzUxfTEVvVDQ/view</a>
May– June	Candidate	Provides list of potential Outside Evaluators to Department Chair
<b>By June 30th</b>	<b>Candidate</b>	<b>Delivers completed dossier materials to Department</b>
July -- August	Department Chair or P&T Committee Chair	Reviews materials submitted by candidate & corrects, as needed. Sends letters requesting review to Outside Evaluators who can provide an <i>independent</i> review
August 16th – September 14th	Department P&T Committee	Reviews dossier, writes review of teaching portfolio, & writes recommendation regarding promotion and/or tenure of candidate
September 15th – October 14th	Department Chair	Reviews dossier & committee's evaluation, adds recommendation re promotion and/or tenure to dossier
<b>By October 13th</b>	<b>Department</b>	<b>Delivers dossier to COM-P Office of Faculty Affairs</b>
October 14th – December 15th	College P&T Committee	Reviews dossier, adds recommendation re P&T to dossier
December 16th – January 12th	COM-P Faculty Affairs Dean	Reviews dossier, adds recommendation re P&T to dossier
<b>By January 12th</b>	<b>COM-P Faculty Affairs Dean</b>	<b>Submits all dossiers to the Office of the Provost</b>
January 12th – April 13th	University P&T Committee	Reviews dossiers, makes recommendations to the Provost
Last week of April	Provost	Sends letters of decision to candidates