

COLLEGE OF EDUCATION
CAREER-TRACK FACULTY PROMOTION REVIEW CALENDAR FOR RESEARCH PROFESSORS
2025-2026

Guidelines and templates are to be used by the candidate, Department, and College and are located at <https://facultyaffairs.arizona.edu/promotion/2025-2026-promotion-dossier-templates-and-guide-career-track-faculty>. It is essential that faculty and staff carefully follow their department- and college-level guidelines to ensure a seamless Promotion process. **The candidate can submit up to 3 collaborator letters.**

Due Date	Action Required
February 3	<p><u>Associate Dean of Faculty Affairs:</u> Distribute notices regarding the Promotion process to the following faculty:</p> <p>Assistant research professors who may wish to go up for promotion after 3 years of service (during the 4th year of service).</p> <p>Associate research professors who are in the 6th year of service in rank as an associate who may wish to go up for promotion (except for those currently undergoing promotion). Associate professors of practice and associate research professors can go up for promotion at any time.</p>
February 3 February 28	<p><u>Potential Candidates:</u> Notify your department head and Associate Dean of Faculty Affairs <i>in writing</i> of your desire for a promotion review to occur.</p> <p><u>Department Heads:</u> Meet with potential career-track candidates to discuss the advisability of a review at this time.</p>
March 3	<p><u>Department Heads:</u> Forward a final list of candidates confirmed for promotion to the Office of the Dean.</p>
March 3 - March 28	<p><u>Department Heads:</u> Discuss potential collaborators and the process with career-track promotion candidates. No more than three letters from research collaborators, colleagues, and/or students should be identified. Candidates should submit names of collaborators (research, professional client, student, or other community) to the Department Head by March 28.</p>
March 3	<p><u>Department Heads:</u> The evaluative peer observation of teaching for promotion will be <u>set up by the department head</u>, not the candidate. At least TWO evaluative peer observations of teaching from two separate courses must be conducted during the year before or semester of the promotion review. This observation will be conducted by a faculty member, either career-track or tenure-track and a rank above the candidate, for career-track faculty. The peer observer <u>CANNOT</u> be a member of the Department Personnel Committee or Committees <u>that will be reviewing the candidate</u>.</p>

For In-Person Teaching Form:

https://facultyaffairs.arizona.edu/sites/default/files/2025-03/2025-26_9A_CT_CSP_PT_Observation-Tool-for-Summative-Teaching-Review-In-Person_0.pdf

For Online Teaching Form:

https://facultyaffairs.arizona.edu/sites/default/files/2025-02/2025-26_09A_CT_CSP_PT_Observation_Summative-Teaching-Review-Online-Teaching.pdf

March 17 -
March 28

Office of the Dean: If there is a vacancy on the College Faculty Personnel and Salary Committee for a career-track representative, the Office of the Dean will solicit nominations from this group and conduct a college election for an at-large career-track faculty member above rank to serve on the College Faculty Personnel and Salary Committee.

March 17 -
April 4

Department Heads: Appoint or conduct a department election for at least three tenured faculty, and if there is a career-track promotion candidate, at least two career-track faculty members, all above rank to serve as members of next academic year's Department Personnel Committee (DPC). Forward DPC committee members' names to the Office of the Dean (Rachel Barton) by April 4.

NOTE: At the discretion of the department head, a separate committee of career-track faculty above rank may be appointed or elected to review career-track promotion cases.

April 1

Candidates: Refer to the *Guide to the Career-Track Promotion Process* for at https://facultyaffairs.arizona.edu/sites/default/files/2025-03/25-26_Guide-to-the-Career-Track-Promotion-Process.pdf

April 1 -
April 30

Department Heads: Contact Collaborators. Prior to making initial contact with potential collaborators by e-mail or phone, review and utilize worksheets available at <https://facultyaffairs.arizona.edu/promotion/2025-2026-promotion-dossier-templates-and-guides-tenure-track-and-continuing-status-track> (Use from tenure-track Section 10: Worksheet for Solicited Collaborators). If a collaborator agrees to evaluate the candidate, inform them that materials for review will be provided between **June 30-July 3**. (Request receipt of evaluation and the collaborator's short vitae by **August 15**.)

April 7

College Coordinator (Rachel Barton): Share assigned Box folders with promotion candidates.

April 7 -
June 27

Candidates: Assemble required materials that will be sent to collaborators:

- *Section 1:* Summary Data Sheet (work with your department coordinator)
- *Section 2:* Summary of Workload Assignment (prepared by Department Head and sent to candidate for signature);
- *Section 2A:* Work Impact Statement (Optional);
- *Section 4:* Curriculum Vitae;

Due Date	Action Required
	<ul style="list-style-type: none"> • <i>Section 4A</i>: List of Collaborators; • <i>Section 4B</i>: Representative Work/Publications – articles, audio and/or video recordings (If applicable); • <i>Section 5</i>: Candidate Statement; • <i>Section 6</i>: Teaching Portfolio (<u>Optional</u>, not required for collaborators at this point); • <i>Section 7A and 7B</i>: Portfolio for Leadership, Extension, Service, or Innovation and Supplementary Documentation (<u>Recommended</u>, as appropriate). <p>Upload these materials to your assigned Box folder by June 27.</p>
June 2	<u><i>Department Heads</i></u> : Submit names and contact information of collaborators to Rachel Barton, the College Coordinator.
June 2 – June 20	<u><i>Department Heads/College Coordinator</i></u> : Add to the P&T dossier Section 2: summary of candidate’s workload assignment with department head and candidate signatures.
June 27	<u><i>Candidates</i></u> : Submit required information/materials for collaborators to the Department Head. No revisions to CVs and Candidate Statements after this date.
June 23 - June 27	<u><i>Department Heads/College Coordinator</i></u> : Review materials submitted for collaborators for potential conflicts of interest. Upload to the Faculty Portfolio RPT System.
	<u><i>College Coordinator</i></u> : Send a formal request to collaborators using the template letter provided by the Faculty Affairs Office at https://facultyaffairs.arizona.edu/promotion/2025-2026-promotion-dossier-templates-and-guides-tenure-track-and-continuing-status-track (Use from tenure-track Appendix E: Template Letter for Research Collaborator, Professional Client, or Other Community Collaborator.) Request receipt of evaluation and the collaborator’s short vitae by August 15 .
June 30 - August 8	<u><i>Candidates</i></u> : Complete <u>remaining sections of the dossier</u> . <ul style="list-style-type: none"> • <i>Section 6</i>: Teaching Portfolio; • <i>Section 7A and 7B</i>: Portfolio for Leadership, Extension, Service, or Innovation and Supplementary Documentation (<u>Recommended</u>, as appropriate). • <i>Section 9A</i>: Teaching Peer Observation for Promotion (at least TWO peer observation of teaching during the year before or semester of the promotion review) <p>Upload these materials to your assigned Box folder by August 8.</p>
August 15	Collaborator letters due

Due Date	Action Required
August 8	<u>Candidates</u> : Submit completed promotion dossier and accompanying materials.
August 11- August 15	<u>College Coordinator</u> : Final review of submitted materials. Upload materials to the Faculty Portfolio RPT System. <u>Department Heads</u> : Confirm that collaboration letters and short vitae from collaborators have been received. NOTE: Letter must be on official letterhead and include statement recommending candidate for promotion and a signature. Use this time to collect any delayed collaborator letters.
August 18 - August 29	<u>Department Heads</u> : Meet with members of the Department Personnel Committee (DPC) or Committees to emphasize the importance of confidentiality, to give the charge, reinforce procedures and the timeline.
September 2	<u>College Coordinator</u> : Forward promotion dossiers to DPC members.
September 2 - September 26	<u>Department Personnel Committee Members</u> : Evaluate career-track dossiers. Prepare recommendation letter(s). Letters must be on department letterhead and include electronic signatures of all DPC members. NOTE: The letter of recommendation must report the vote count on promotion, including recusals, abstentions and minority viewpoint (if relevant).
September 26	<u>Department Personnel Committees</u> : Submit the Committee's evaluations of Candidates.
September 26	<u>College Coordinator</u> : Forward promotion dossiers to Department Heads.
September 29 - October 24	<u>Department Heads</u> : Evaluate career-track dossiers. Prepare recommendation letter(s).
September 29 - October 3	<u>Department Heads/College Coordinator</u> : Complete Section 10: Add to the dossier a sample copy of the request letter sent to collaborators (Appendix E), a summary of the selection process (Worksheet for Collaborators), a brief statement/bio on each collaborator's national or international standing (Brief Bio Templates for Collaborators).
October 24	<u>Department Heads</u> : Submit the Head's evaluations for each candidate to the Office of the Dean.
October 24	<u>College Coordinator</u> : Forward each promotion dossier, the DPC's and Department Head's evaluations for each candidate, and College and University procedures available to the College Faculty Personnel and Salary Committee.
October 27 - November 21	<u>College Faculty Personnel and Salary Committee</u> : Mandatory meetings as necessary to review and evaluate all promotion candidates. First evaluate career-track dossiers.

Due Date	Action Required
November 21	<u>College Faculty Personnel and Salary Committee</u> : Assessment of all career-track candidates must be complete. Letters of evaluation are due to the Office of the Dean.
	NOTE: The letter of recommendation must report the vote count on promotion and/or tenure, including recusals, abstentions and minority viewpoint (if relevant).
November 24	<u>College Coordinator</u> : Forward promotion dossiers to the Dean.
November 24 - December 10	<u>Dean</u> : Evaluate all candidates. Prepare recommendation letter(s).
December 10	<u>Dean</u> : Recommendation letter(s) due to College Coordinator.
December 12	<u>Office of the Dean</u> : Promotion dossiers due to the Office of the Provost.
May 1	<u>Office of the Provost</u> : Letters of decision sent to the Office of the Dean to forward to Department Heads to notify candidates.