

COLLEGE OF EDUCATION
CAREER-TRACK FACULTY PROMOTION REVIEW CALENDAR FOR LECTURER SERIES
2026-2027

Guidelines and templates are to be used by the candidate, Department, and College and are located at <https://facultyaffairs.arizona.edu/promotion/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 process is the same as career-track professors of practice faculty **except collaborator letters are NOT REQUIRED (new 2025-2026 policy change)**. This is an internal process. The dossier is reviewed by the Department Personnel Committee, the Department Head, and the Dean makes the final recommendation.

Due Date	Action Required
February 2	<p>Associate Dean of Faculty Affairs: Distribute notices regarding the Promotion process to the following faculty:</p> <p>Lecturers who may wish to go up for promotion after 3 years of service (during the 4th year of service).</p> <p>Senior Lecturers who may wish to go up for promotion after 3 years of service (except for those currently undergoing promotion).</p>
February 2 February 27	<p><i>Potential Candidates:</i> 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><i>Department Heads:</i> Meet with potential career-track candidates to discuss the advisability of a review at this time.</p>
March 2	<p><i>Department Heads:</i> After meeting with potential candidates, forward a final list of candidates confirmed for promotion to the Office of the Dean.</p>
March 2	<p><i>Department Heads:</i> 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> <p>For In-Person Teaching Form: https://facultyaffairs.arizona.edu/sites/default/files/2026-03/2026-27_9A_CT_CSP_PT_Observation_Tool_Summative_Teaching_Review-In-Person.pdf</p> <p>For Online Teaching Form: https://facultyaffairs.arizona.edu/sites/default/files/2026-03/2026-27_9A_CT_CSP_PT_Observation_Summative_Teaching_Review-Online_Teaching.pdf</p>

Due Date	Action Required
March 16 - March 27	<u>Office of the Dean:</u> 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 16 - April 3	<u>Department Heads:</u> 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 3. 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	<u>Candidates:</u> Refer to the <i>Guide to the Career-Track Promotion Process</i> at https://facultyaffairs.arizona.edu/sites/default/files/2026-03/2026-27-Guide-to-the-Career-Track-Promotion-Process.pdf
April 6	<u>College Coordinators (Rachel Barton, Crystal Govan):</u> Share assigned Box folders with promotion candidates.
April 6 – May 22	<u>Candidates:</u> Contact Grants Management Team (COE-GMT@arizona.edu) for official award details required for CVs.
April 6 - August 7	<u>Candidates:</u> Assemble required materials to submit your promotion dossier: <ul style="list-style-type: none"> • <i>Section 1:</i> Summary Data Sheet (work with your department coordinator) • <i>Section 2:</i> Summary of Workload Assignment (prepared by Department Head and sent to candidate for signature); • <i>Section 2A:</i> Work Impact Statement (Optional); • <i>Section 4:</i> Curriculum Vitae; • <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; • <i>Section 7A and 7B:</i> Portfolio for Leadership, Extension, Service, or Innovation and Supplementary Documentation (Optional, 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)

Upload these materials to your assigned Box folder by **August 7**.

Due Date

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June 1 – June 26	<u>Department Heads/College Coordinators</u> : Add to the P&T dossier Section 2: summary of candidate's workload assignment with department head and candidate signatures.
August 7	<u>Candidates</u> : Submit completed promotion dossier and accompanying materials.
August 10 August 14	<u>College Coordinator</u> : Final review of submitted materials. Upload materials to the Faculty Portfolio RPT System.
August 17 - August 28	<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 1	<u>College Coordinator</u> : Forward promotion dossiers to DPC members.
September 1 - October 2	<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).
October 2	<u>Department Personnel Committees</u> : Submit the Committee's evaluations of Candidates.
October 2	<u>College Coordinator</u> : Forward promotion dossiers to Department Heads.
October 5 - October 30	<u>Department Heads</u> : Evaluate career-track dossiers. Prepare recommendation letter(s).
October 30	<u>Department Heads</u> : Submit the Head's evaluations for each candidate to the Office of the Dean.
November 2	<u>College Coordinator</u> : Forward promotion dossiers to the Dean
November 2 - November 25	<u>Dean</u> : Evaluate all candidates. Prepare recommendation letter(s).
December 14	<u>Dean</u> : Final recommendation letter(s) due to College Coordinator.
December 14 - January 8	<u>College Coordinator</u> : Work with COE Business Office/HR Team to draft notification letter(s) to candidates.
January 11 - January 22	<u>Office of the Dean</u> : Forward final notification letter(s) to candidates.