

COLLEGE OF EDUCATION
TENURE-TRACK FACULTY PROMOTION AND TENURE CALENDAR
2026-2027

Guidelines and templates are to be used by the candidate, Department, and College and are located at <https://facultyaffairs.arizona.edu/promotion-dossier-templates-and-guides-tenure-track-and-continuing-status-track-faculty>. It is essential that faculty and staff carefully follow their department- and college-level guidelines to ensure a seamless Promotion and Tenure process.

Due Date	Action Required
February 2	<u>Associate Dean of Faculty Affairs:</u> Distribute notices regarding the Promotion and Tenure process to the following faculty: Tenure-eligible assistant professors scheduled for mandatory sixth year reviews and all tenure-eligible assistant professors who may wish to go up for early promotion (except for new hires or those currently undergoing P&T). Tenured associate professors who are in the sixth year of service in rank as a tenured associate professor and all associate professors who may wish to go up for promotion (except for those currently undergoing promotion). Associate professors can go up for promotion at any time.
February 2 – February 27	<u>Potential Candidates:</u> Notify your department head and Associate Dean of Faculty Affairs in writing of your desire for a promotion review to occur. <u>Department Heads:</u> Meet with potential candidates to discuss the advisability of a review at this time.
February 27	<u>Department Heads:</u> Forward a final list of candidates confirmed for promotion to the Office of the Dean.
March 2 – March 27	<u>Department Heads:</u> meet with candidates to discuss, develop and document a list of 10 perspective external reviewers by March 27. Please be sure to identify five (5) as suggested by the candidate and five (5) as suggested by the department head. Once this list of 10 has been finalized, you may begin informal outreach to confirm the five individuals who ultimately agree to serve as letter writers. Of those five confirmed reviewers, no more than two may come from the candidate's list. NOTE: Department Heads should notify those reviewers that they will send an official email invitation within about a month. Collaborator letters are optional. If included, please discuss with the candidate the unique perspective a collaborator can provide that may not be addressed by external reviewers. It is recommended that no more than two collaborator letters be solicited per promotion candidate.

Due Date	Action Required
March 2 – March 27	<u><i>Department Heads:</i></u> The evaluative peer observation of teaching for promotion will be set up by the department head, not the candidate. At least ONE evaluative peer observation of teaching must be conducted during the year before or semester of the promotion review. This observation will be conducted by a faculty member who is on the same track, one rank above the candidate. The peer observer CANNOT be a member of the Department Personnel Committee or Committees <u>that will be reviewing the candidate.</u> 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 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
March 16 – March 27	<u><i>Department Heads:</i></u> If there is a vacancy on the College Faculty Personnel and Salary Committee, submit to the Office the Dean two nominations for tenured faculty members, one of whom is a full professor, to serve on the College Faculty Personnel and Salary Committee. A college election will be held.
March 16 – April 3	<u><i>Department Heads:</i></u> Appoint or conduct a department election for at least three tenured faculty, 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.
April 1	<u><i>Candidates:</i></u> Refer to the Guide to the Promotion Process for Continuing Track and Tenure Track at: https://facultyaffairs.arizona.edu/sites/default/files/2026-03/2026-27-Guide-to-the-Promotion-Process-for-CSP-and-PT.pdf
April 1 – April 30	<u><i>Department Heads:</i></u> Send formal email invitation to External Reviewers (and Collaborators if applicable). Prior to making the official contact with external evaluators (and collaborators) by e-mail, review and utilize the worksheets available at https://facultyaffairs.arizona.edu/promotion-dossier-templates-and-guides-tenure-track-and-continuing-status-track-faculty (Section 10: Worksheets for Selection of Independent External Reviewers and Worksheet for Solicited Collaborators). When an external reviewer agrees to evaluate the candidate, inform them that materials for review will be provided between July 6-July 10, via an automated email from the RPT system. (Request receipt of evaluations and the evaluator’s and collaborator’s short vitae by August 14.)

Due Date	Action Required
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 – July 1	<u>Candidates</u>: Assemble required materials that will be sent to external reviewers and collaborators: • <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, slides, audio and/or video recordings); • <i>Section 5</i>: Candidate Statement; • <i>Section 6</i>: Teaching Portfolio (Optional, but recommended); and • <i>Section 7A and 7B</i>: Portfolio for Leadership, Extension, Service & Innovation and Supplementary Documentation (Optional, as appropriate). Upload these materials to your assigned Box folder by July 1.
June 1	<u>Department Heads</u> : Submit names and contact information of external evaluators and collaborators to Rachel Barton, the College Coordinator.
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.
July 1	<u>Candidates</u> : Submit required materials for external evaluators and collaborators. No revisions to CVs and Candidate Statements after this date.
June 30 – July 6	<u>Department Heads/College Coordinators</u> : Review materials submitted for external evaluators and collaborators for potential conflicts of interest. Upload to the Faculty Portfolio RPT System.
July 6 – July 10	<u>College Coordinators</u> : Send a formal request to external evaluators and collaborators using the template letter provided by the Provost’s Office at https://facultyaffairs.arizona.edu/promotion-dossier-templates-and-guides-tenure-track-and-continuing-status-track-faculty

Due Date

Action Required

	(Appendix D: Required Template Letter to External Evaluators and Appendix E: Template Letter for Research Collaborator, Professional Client, or Other Community Collaborator) and include materials to be evaluated by external evaluators and collaborators. Request receipt of evaluations and the evaluator's and collaborator's short vitae by August 14.
June 30 - September 4	<u>Candidates</u>: Complete remaining sections of the dossier. • Section 6: Teaching Portfolio • Section 7A and 7B: Portfolio for Leadership, Extension, Service & Innovation and Supplementary Documentation (Optional for tenure track, as appropriate) • Section 8 and 8A: Membership in Graduate Interdisciplinary Programs (if applicable) • Section 9: Teaching Peer Observation for promotion (at least one peer observation of teaching during the year before or semester of the promotion review) Upload these materials to your assigned Box folder by September 5.
August 14	External Reviewer and Collaborator letters due
August 17 – August 28	<u>Department Heads</u>: Confirm that an evaluation letter and short vitae from external evaluators and 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 external evaluator or collaborator letters. <u>College Coordinators</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 and reinforce procedures and the timeline.
September 4	<u>Candidates</u> : Submit completed promotion dossier and accompanying materials.
September 7	<u>College Coordinators</u> : Forward promotion dossiers to DPC members.
September 7 – October 2	<u>Department Personnel Committee members</u> : Evaluate each candidate. 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).

Due Date	Action Required
October 2	<u>Department Personnel Committee Members:</u> Submit the Committee's evaluations of P&T candidates.
October 2	<u>College Coordinators:</u> Forward promotion dossiers to Department Heads
October 5- October 30	<u>Department Heads:</u> Evaluate each candidate. Prepare recommendation letter(s).
October 5 – October 9	<u>Department Heads/College Coordinators:</u> Section 10: Add to the dossier a sample copy of the request letter sent to external evaluators (Appendix D) and collaborators (Appendix E), a summary of the selection process (Worksheets for Selection of External Evaluators (Pt. 1 and Pt. 2) and Collaborators), a brief statement/bio on each external evaluator's and collaborator's national or international standing (Brief Bio Templates for External Reviewers and Collaborators).
October 30	<u>Department Heads:</u> Submit the Head's evaluations for each P&T candidate to the Office of the Dean.
October 30	<u>Office of the Dean:</u> Forward each P&T 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.
November 2 – December 4	<u>College Faculty Personnel and Salary Committee:</u> Mandatory meetings as necessary to review and evaluate all P&T candidates.
December 4	<u>College Faculty Personnel and Salary Committee:</u> Assessment of all P&T candidates must be complete. Letters of evaluation are due to the College Coordinator, 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).
December 7	<u>College Coordinators:</u> Forward promotion dossiers to the Dean.
December 7 – January 13	<u>Dean:</u> Evaluate all P&T candidates. Prepare recommendation letter(s).
January 13	<u>Dean:</u> P&T recommendation letter(s) due.
January 15	<u>College Coordinators:</u> Final review of promotion and/or tenure dossiers in the RPT System. Submit promotion dossiers due to the Office of the Provost for review by the University P&T Committee.
April 30	<u>Office of the Provost:</u> Letters of decision sent to the Office of the Dean to forward to Department Heads to notify candidates.