

## Yearly Promotion Review Schedule: Non- Tenure Track Faculty

- All dossiers are due to Faculty Affairs by March 1, 2018. Faculty whose dossiers are received after March 1 will not be eligible for promotion on July 1.
- Candidates are notified of the recommendation being made when dossiers are forwarded to the next level.

Date	Responsible Party	Tasks / Action
Early March	Office of Faculty Affairs	Notifies faculty & their department heads of upcoming mandatory reviews
March	Department Head	Discusses promotion/track change with 5 <sup>th</sup> year assistant/associate faculty on all tracks.
April	Candidate	<ul style="list-style-type: none"> <li>• Attends Provost's Workshop on Promotion &amp; Tenure (P&amp;T) Process and Preparation of Dossiers</li> <li>• Attends Faculty Affairs' Annual Workshop on Preparation of COM dossiers</li> </ul>
May – September	Candidate	Prepares dossier (workload assignment, CV, candidate statement, teaching & service portfolios) using UA/COM format for CV ( <a href="http://medicine.arizona.edu/sites/medicine/files/cvguidelines-comannotations-032316_0.pdf">http://medicine.arizona.edu/sites/medicine/files/cvguidelines-comannotations-032316_0.pdf</a> ).
May – September	Candidate	Provides list of potential Outside Evaluators to Department Head
<b>By September 30th</b>	<b>Candidate</b>	<b>Delivers completed dossier materials to Department</b>
September – October	Department coordinator 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
October – December	Department P&T Committee	Reviews dossier, writes review of teaching portfolio, & writes recommendation regarding promotion of candidate
October-January	Department Head	Reviews dossier & committee's evaluation, adds recommendation re promotion to dossier
<b>January 16 – March 1</b>	<b>Department</b>	<b>Delivers dossier to COM Office of Faculty Affairs</b>
<b>NOTE: FACULTY WHOSE DOSSIERS ARE RECEIVED AFTER <u>MARCH 1</u> WILL NOT BE ELIGIBLE FOR PROMOTION ON <u>JULY 1</u></b>		
February – April	College P&T Committee	Reviews dossier, adds recommendation re P&T to dossier
March - May	COM Faculty Affairs Dean	Reviews dossier, adds recommendation re P&T to dossier
<b>By May 15</b>	<b>COM Faculty Affairs Dean</b>	<b>Submits all dossiers to the Office of the Provost</b>
May/June	Provost	Sends letters of decision to candidates

\* Dossiers received between March 1 and September 1, 2017 will be reviewed for promotion to take effect January 1, 2018. Dossiers received after September 1 will be considered for the regular non-tenure track review cycle in FY2018.