

10-12-09

## Promotion and Tenure Timeline

*This timeline broadly maps the promotion and tenure process for a typical year. To accommodate the academic calendar of a specific year, modifications may be necessary. The timeline does not include the College Review Committee. If a college decides to establish a College Review Committee, that level of review will need to be incorporated into the timeline allocated to the dean or the departmental review will need to begin earlier.*

September (first year)	Chair provides copies of departmental promotion and tenure guidelines and other appropriate documents to new faculty member. Discusses the development of a dossier.
Mid-March (typically third year)	Candidate submits dossier for mid-tenure review. Department Promotion and Tenure Committee (PTC) begins its evaluation of dossier.
Mid-April (typically third-year)	PTC forwards its evaluation to the chair, who meets with the candidate. If decision is made to non-reappoint, candidate is given notice.
Mid-March (fifth year)	Chair notifies tenure-track faculty who are in fifth year, consults with faculty on final revisions of dossier, begins arrangements for outside reviewers, if required.
Early September (sixth year)	Provost posts specific deadlines for review process on provost's website. Dean notifies chairs of college deadlines.
Early October (sixth year)	Candidate submits final dossiers to the chair. Chair reviews departmental guidelines with the PTC, and the committee begins evaluation.
Mid-October (sixth year)	PTC sends its recommendation to chair.
Early November (sixth year)	Chair meets with candidate and provides a copy PTC's recommendations to chair and own recommendation to the dean. Candidate has five business days to initiate a rebuttal.
Mid-November (sixth year)	Dean gives charge to College Review Committee (CRC). CRC reviews the candidate's dossier and rebuttal (if any). CRC sends recommendation to dean.
Early December (sixth year)	Dean begins evaluation of dossier and rebuttal (if any). Dean informs candidate of his or her recommendation. Candidate has five days to initiate a rebuttal, if he or she did not do so after the chair's decision, <i>or</i> appeal, but not both.
Early February (sixth year)	Dean forwards his or her recommendation to the provost.
March (sixth year)	Provost forwards his or her recommendation to the chancellor and informs the candidate. The candidate has five days to initiate an appeal, if he or she did not do so after the dean's decision.
April (sixth year)	Chancellor forwards his or her recommendation to the president and informs the candidate.
May (sixth year)	President awards (or denies) tenure. President recommends (or not) promotion to UA Board of Trustees.
May/June (sixth year)	UA Board of Trustees acts on promotion recommendation. Candidates are notified of decisions on promotion and tenure.