

MEMORANDUM

TO: COH Department Heads and Program Directors

FROM: Alain-Philippe Durand
Dean

DATE: February 8, 2017

RE: College of Humanities Promotion and Tenure Timetable AY 2017-2018 Review Cycle

This memorandum and attached timetable may also be accessed online at <http://humanities.arizona.edu/faculty/promotion-and-tenure>

Attached you will find the *College of Humanities Promotion and Tenure Annual Timetable* for the upcoming 2017-18 promotion and tenure cycle.

All sixth year promotion and tenure candidates and those candidates being considered for promotion to full professor should be informed of this timetable. Additionally, those candidates to be considered for tenure only should also follow this timetable.

Please provide your candidates with a hard copy of the COH P&T Annual Timetable as soon as possible. Please provide each candidate with a hard copy of the COH Promotion and Tenure Criteria and Procedures. I also ask that you work with each of your candidates to ensure adherence to the deadlines and accurate, complete and punctual dossier preparation.

Please keep in mind that your unit's complete list of candidates for promotion and tenure and candidates for promotion to full should be forwarded to my office by March 3. Please provide my office with a copy of the relevant declination letter for associate professors (at rank for 5 years) not wishing to be considered at this time.

Once again, thank you for your cooperation in this important matter.

REFERENCE: Please use the COH Promotion and Tenure Criteria and Procedures accessible online at: <http://humanities.arizona.edu/faculty/promotion-and-tenure>

Attachment: COH Promotion and Tenure Annual Timetable

xc: Departmental Administrative Assistants/Associates/Program Coordinators/Service Coordinators