



Third-Year Review Timetable for AY 2018-19

Process begins in Spring 2019 and ends in Spring 2020

Please note that this timeline is meant to be a guide, keeping in mind that dossiers are due to the Dean's Office by December 16th. Departments may deviate from the other dates recommended in this schedule.

Responsible parties are coded as follows:

Candidates	Department Heads/Directors	Department Committees	College Committee	Dean's Office
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Action	Responsible Party	Recommended Timeframe/Due Date
1 Office of the Dean distributes memorandum regarding the annual promotion and tenure process.	COH Dean's Office	February 20 th
2 Annual Promotion Workshops are coordinated by the Vice Provost for Faculty Affairs. Attendance at the March 12 th workshop, <i>Preparing the Promotion Dossier</i> , is highly encouraged for all candidates.	Candidates	February – March
3 Department Heads/Directors should identify and notify faculty members in writing of their upcoming third-year retention review. UHAP 3.3.01 [B] outlines that tenure-eligible assistant professors must undergo a retention review by no later than the end of their third year in rank. "Reappointment in rank may be made without college or University review, but all tenure-eligible assistant professors will be formally evaluated at this stage by their head and their unit's Standing Committee on Faculty Status."	Department Heads/Directors	By March 1 st
4 Heads/Directors should forward the final list of the department's faculty members who will receive their third-year review.	Department Heads/Directors	By March 30 th
5 Heads/Directors should meet with candidates to discuss dossier preparation expectations. Please refer to the last two pages of this document to help guide the discussion.	Department Heads/Directors and Candidates	By March 30 th
6 Department Heads/Directors should confirm the department Third-Year Review Committee. For guidance, see Section 2 regarding the Appointment of Committees in the COH Promotion and Tenure Procedures. Committees should be made aware of any candidates who may have leave scheduled for the fall. Those candidates will need to have their peer review of teaching (particularly classroom observations) completed by the end of the spring semester instead of the usual timeline in the fall. See Action #13.	Department Heads/Directors	By March 30 th

7	<p>The Head/Director's dossier sections, the candidate's dossier sections, and copies of the candidate's publications are due by May 1st. Dossier materials should be turned into the Department Head/Director. Please refer to the last page of this document which outlines who is responsible for each section and the corresponding due date.</p> <p>*****</p> <p>Candidates should consider May 1st as the deadline for the dossier, especially if they intend to be on leave in the fall. However, they still have until September 15th to make any final additions or edits, if needed.</p> <p>Third-year reviews do not require evaluations from external reviewers.</p> <p>Faculty can also refer to Sections 3.2 and 3.4 for more information about dossier preparation in the COH Promotion and Tenure Procedures.</p>	<p>Department Heads/Directors and Candidates</p>	<p>May 1st</p>
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***** SUMMER BREAK *****

8	<p>Candidates who wish to make additions or changes to their dossiers, should deliver a complete dossier in its final form to their Head/Director.</p>	<p>Candidates</p>	<p>By September 16th</p>
9	<p>Departments should print one set of TCEs for each candidate and add it to the dossier as part of Section 7. If committees are reviewing materials via Box, they should also be uploaded. Copies of TCEs for at least the period in rank should be provided.</p> <p>Departments can refer the list of courses taught in Section 6 as a guide for ensuring all TCE's are included. Reports should include the 1) TCE Report with Ratings/Statistical Information 2) TCE Comments Report and 3) TCE Comparison Reports. Please refer to this guide for guidance about how to retrieve reports.</p> <p>If applicable, candidates who provided TCEs that preceded their time at the U of A or any other TCEs not currently in the system (i.e., written evaluations) should also be incorporated into the materials at this time.</p>	<p>Department Heads/Directors (via their department TCE Coordinator or administrative staff)</p>	<p>By September 16th</p>
10	<p>The Head/Director should verify compliance of the candidate's final dossier with university and college promotion and tenure requirements.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dossiers must contain the related cover pages for each section with the applicable checked boxes. <input type="checkbox"/> If applicable, letters from GIDP Chairs should also be received by this time and added to Section 9. 	<p>Department Heads/Directors</p>	<p>By September 16th</p>

11	<p>By this time, Heads/Directors should meet with department committees and provide them with their charge and timetable for their deliberations.</p> <ul style="list-style-type: none"> • A timetable and checklist specifically designed for department committees is available from the COH Dean’s Office or Heads/Directors may supply their own. • Heads/Directors should also impress the importance of maintaining the confidentiality of the peer review process. Per UHAP 3.2.01, “Deliberations, evaluations, and recommendations of peer review committees are confidential, as are any evaluations or recommendations received by them.” • In accordance with COH’s Promotion and Tenure Procedures, a representative from the Office of Institutional Equity should be invited to the committee’s first meeting to discuss ways to avoid bias and to explain any related policies. <p>Following the meeting, the full/final dossier should be delivered to the department committee either as a printed and/or electronic version (e.g., Box). If departments opt to use Box, careful attention should be given for granting access permissions. Committees should have a full understanding that no documents should be shared beyond the committee. Permissions in Box should be removed after the committee completes its deliberations.</p>	<p>Department Heads/Directors and Department Committees</p>	<p>By September 30th</p>
12	<p>The department committee reviews the final dossier, meets, and deliberates.</p>	<p>Department Committee</p>	<p>End of September through November 1st</p>
13	<p>Department committees should conduct teaching observations as part of Section 7 of the dossier.</p> <p>Department committees must use the protocol for peer reviews from the Office of Instruction and Assessment. This protocol requires that reviewers meet with candidates before observing their teaching and follow up with a meeting to discuss their observations. Following the observation, the protocol asks that reviewers prepare a letter addressed to the department head summarizing the review who will then share it with the candidate for an opportunity to write a response if so desired.</p>	<p>Department Committee</p>	<p>Classroom observations/peer review of teaching should occur by the end of the spring semester for candidates who are on leave in the fall.</p> <p>For candidates who are not on leave in the fall, this process should occur at the beginning of the fall semester through November 1st.</p>

14	<p>The department committee should submit the following to the Head/Director:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Section 7 including: <ul style="list-style-type: none"> • The teaching observation(s) letter/summary. • The memo outlining the evaluation of teaching (a review of the student evaluations, assessment of the Teaching Portfolio, and optional nomination for the Provost Awards for Innovation in Teaching). This memo is separate from the letter in which committees make their final recommendation on the candidate's promotion. This memo should also be considered in the committee's final/separate recommendation. <input type="checkbox"/> Section 9 (if applicable): Summary and evaluation of the candidate's contributions to the GIDPs or other interdisciplinary or multidisciplinary programs. <input type="checkbox"/> Department Committee's Full Recommendation Letter including a vote count on their recommendation for retention including recusals, abstentions and absences (if applicable). 	Department Committee	By November 1 st
15	<p>Heads/Directors should provide a copy of the teaching observation to the candidate explaining that they can write an optional response to the head if so desired. Heads/Directors should be careful not to provide the full teaching evaluation memo but the teaching observation portion only. Responses, if applicable, should be added to Section 7.</p>	Department Heads/Directors and Candidates	By November 5 th
16	<p>The Department Head/Director reviews the dossier, writes their recommendation letter and adds it to the dossier.</p> <p>In compliance with UHAP, the Head/Director should notify the candidate in writing of the nature of the recommendation. If the review results in a decision to reappoint, the Head/Director must provide the faculty member with a written evaluation identifying any problem areas which may preclude the granting of tenure. If the review results in a recommendation that a faculty member not be reappointed, the faculty member will be reviewed at the college and University level, by a process found in UHAP 3.3.02.</p>	Department Heads/Directors	By December 16 th
17	<p>An original dossier plus one copy should be delivered to the Dean's Office by the Head/Director. Please refer to the last last pages of this document which outlines who is responsible for each section and the corresponding due date.</p> <p>Supporting documentation included in Section 6 and Section 8 should be removed from the dossier before it is delivered to the college.</p> <p>Publications and TCEs should be forwarded to the college. Electronic versions (e.g. links in the CV or PDFs in Box) or printed versions are acceptable.</p> <p>The Head/Director should also provide the Vice Dean with a copy of their written notification to the candidate regarding the nature of their recommendation.</p>	Department Heads/Directors	By December 16 th
18	<p>The Vice Dean reviews dossiers and provides any pertinent feedback to the Department Head/Director.</p> <p>Dossier and publication materials are returned to the department.</p>	Vice Dean	December 16 th – June

DOSSIER PREPARATION INSTRUCTIONS AND DUE DATES

The section templates issued by the Office of the Provost can be found here:

- **Tenure-eligible and tenured faculty:**
Click [HERE](#) for templates/cover sheets.
Click [HERE](#) for additional tips.
Click [HERE](#) for the Provost's Guide to the Promotion Process.

Dossier sections must be completed in compliance with university and college guidelines. **Dossiers must contain the current university-issued templates/cover pages that are updated in April. Checkboxes on the cover sheets must be checked where applicable.**

Section	Responsibility	Due Date**
Section 1: Summary Data Sheet For candidates with split appointments, Appendix A should also be completed.	Department Heads/Directors	By May 1 st
Section 2: Summary of Candidate's Workload Assignment The top portion of this document should outline the candidate's workload distribution. The bottom portion of the document should clarify <i>general departmental expectations</i> (e.g., how many courses are expected and what duties are included in the appointment).	Prepared and Signed by Head/Director and Signed by Candidate	By May 1 st
Section 3: Department P&T Criteria and Procedures For third-year reviews, departments must include a full copy of the relevant department promotion and tenure guidelines, criteria, and procedures in each dossier.	Department Heads/Directors	By May 1 st
Section 4: CV & List of Collaborators Candidates must follow the specified instructions, format, and order indicated in the Vice Provost's guidelines. Per COH procedures, percentage of effort for co-authored publications must also be listed.	Candidates	By May 1 st
Section 5: Candidate Statement 3-5 pages, single-spaced. The candidate's signature should appear on the last page of Section 5 with this statement: "Sections 4 and 5 are true and accurate statements of my activities and accomplishments. I understand that misrepresentation in securing promotion and tenure may lead to dismissal or suspension under ABOR Policy 6-201 J."	Candidates	By May 1 st
Section 6: Teaching Portfolio* Candidates should follow the format established in the template, including headings and subheadings to differentiate sections. A Table of Contents is encouraged. TCEs will be provided by the department.	Candidates	By May 1 st
Section 7: Evaluation of Teaching & Advising - See item #17	Department Committee	By November 1 st
Section 7: TCEs – See item #12	Dept. Heads/Directors (via admin. staff)	By September 16 th
Section 8 (OPTIONAL): Portfolio to Document Leadership in Service and Outreach* Candidates should not relist all service/outreach activities already provided in their CV but highlight substantial contributions in service/outreach leadership duties.	Candidates	By May 1 st
Section 9 (IF APPLICABLE): Membership in Graduate Interdisciplinary Programs	Description: Candidate	By May 1 st
	GIDP Chair Evaluation: Collected by Head	By September 16 th
	Summary: Dept. Committee	By November 1 st
Dossier Section 10: Letters from Outside Evaluators and Collaborators	NOT REQUIRED FOR THIRD-YEAR REVIEWS	
Publications Printed or electronic versions are acceptable. Copies of all publications listed on the CV are required. Books or manuscripts accepted for publication but not yet published must be accompanied by a letter from the publisher, journal editor, or other responsible person indicating its acceptance.	Candidates	By May 1 st
Department Committee Recommendation Letter The committee's dated recommendation letter must be written to the Department Head/Director with signatures of all of the committee members. The letter should include: <ul style="list-style-type: none"> • An evaluation of teaching and advising (in addition to the memo in Section 7), service and research, scholarship, or creative activities; • A vote count including recusals, abstentions and absences • A explanation if there was a split vote • An explanation of any committee members' collaboration with candidate. 	Department Committee	By December 16 th

<p>Department Head's Recommendation Letter</p> <p>The Head/Director's dated and signed recommendation letter must be written to the Vice Dean with a copy to the Dean. It should include:</p> <ul style="list-style-type: none"> • An independent assessment of the candidate's teaching and advising, service, and research, scholarship, or creative activities and their related progress toward promotion and tenure • The department's evaluation process • An explanation/reference to the department committee's vote • A recommendation on retention • Indication of any collaboration with the candidate 	<p>Heads/Directors</p>	<p>By December 16th</p>
<p>Candidate's Notification Letter</p> <p>The Head/Director should provide candidates with a letter informing them of the committee's recommendation and the Head's recommendation. A copy should also be forwarded to the Vice Dean.</p> <p>In compliance with UHAP, the Head/Director should notify the candidate in writing of the nature of the recommendation. If the review results in a decision to reappoint, the Head/Director must provide the faculty member with a written evaluation identifying any problem areas which may preclude the granting of tenure. If the review results in a recommendation that a faculty member not be reappointed, the faculty member will be reviewed at the college and University level, by a process found in UHAP 3.3.02.</p>	<p>Heads/Directors</p>	<p>By December 16th</p>

* Supporting documentation for the teaching portfolio and the service/outreach portfolio (e.g., syllabi, major assignment samples, curricular reviews, reports, materials from seminars) will not move forward to the college or university level for review.

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