

TYPICAL SBS TIMELINE FOR 3RD YEAR REVIEWS

(NOTE: TIMELINES FOR PROMOTION & TENURE/CONTINUING STATUS AND PROMOTION DIFFER)

Date	Point person	Action	Comments
Feb 1 (firm)	Head/ Director	SBS Dean's office requests preliminary list of candidates for 3 rd Year Review. At the time of this request, candidates will be in the 2 nd semester of their 2 nd year.	3 rd year reviews take place in the Fall semester of the 3 rd Year.
Feb 15 (firm)	H/D	H/D return preliminary list of candidates to SBS Faculty Affairs team.	Note: finalized lists required by April 30.
February - March	Provost SBS Faculty Affairs	Annual Workshop from the Provost Office updated instructions on Dossier preparation for P&T and CS&P. SBS Workshop follows shortly thereafter.	
April 30 (firm)	H/D	SBS needs finalized list of all candidates going up the following year, including those who are going up "early" relative to the 6-year clock.	
June 15 (firm)	Candidates	Candidate CVs must be emailed by this time to SBS Faculty Affairs for review. Email mikagb@arizona.edu	SBS Faculty Affairs reviews for clarity, consistency, and compliance. Note that this is considerably later than for P&T/CS&P, since CVs don't need to be sent to external reviewers. THERE ARE NO EXTERNAL REVIEWERS for 3 rd Year Reviews.
September 15 (recommended)	H/D Unit committee	Completed dossiers and packets due to unit. Unit committee should begin review.	Both the unit committee and the unit faculty will need a chance to review and weigh in before the dossier goes to the unit H/D.
October 15 (recommended)	H/D	Dossier submitted to Head/Director for review and evaluation	

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Nov 1 (firm)	H/D	<p>3rd Year retention dossiers due to SBS Dean's office.</p> <p>Junior leave: candidates who successfully complete their 3rd year review are eligible for a one-semester "junior sabbatical" the following year(s) leave to. Applications are due Nov 1 of each year for the following academic year Fall or Spring. The application deadline is therefore before the completion of the 3rd year review. Applications for junior leave are reviewed/ approved subject to a positive review outcome.</p>	<p>Note that letter from the H/D in the case of 3rd Year reviews is written for, and goes to, the candidate. (Obviously this is different than P&T,/CS&P, where the letter goes only to the Dean and all contents of the letter are strictly confidential). SBS Faculty Affairs needs to see these letters before they go to the candidate. Email to mikagb@arizona.edu</p> <p>Letters should include summative and formative feedback, with specific recommendations. Letters should not be overly-predictive.</p>
Through winter break	SBS Dean	SBS Faculty Affairs and Dean review dossiers.	
Mid-January	H/D	Completed dossiers are returned to the unit, and the letter to the candidate from the H/D is delivered.	