

# USUAL SBS TIMELINE FOR PROMOTION & TENURE/ CONTINUING STATUS & PROMOTION

**UPDATED SPRING 2022**

(NOTE: TIMELINES FOR 3RD YEAR REVIEWS AND CAREER TRACK PROMOTION REVIEWS DIFFER)

Date	Point person	Action	Comments
<b>January through March 31 (firm)</b>	<b>H/D</b>	H/D confirm list of candidates to SBS Faculty Affairs.	
April	<b>Provost</b>  <b>SBS Faculty Affairs</b>	Annual Workshop from the Provost Office updated instructions on Dossier preparation for P&T/CS&P.  SBS Workshop follows shortly thereafter.	All CVs must conform to UA requirements for P&T/CS&P. SBS Faculty Affairs reviews for clarity, consistency, and compliance.
March 15 (recommended)	<b>H/D</b>	First contact with potential external reviewers.	This contact is to get on people's calendars; materials will not yet be ready.  For those candidates who decide between mid-March and the April 15 deadline to participate, external reviewers should be contacted as soon as candidate commits to participating in the upcoming cycle.
<b>May 15 (firm)</b>	<b>Candidates</b>	Candidate CVs must be received for review by this date. They should be emailed to Mika in SBS Faculty Affairs at <a href="mailto:mikagb@arizona.edu">mikagb@arizona.edu</a>	CVs can be sent any time in the Spring for review, but must already conform to UA formatting requirements before review.
May 30 (recommended)	<b>Candidates</b>	Completed materials for external reviewers due to the unit.	Note that not all dossier sections or materials go to external reviewers
June 15 (recommended)	<b>H/D</b>	Latest that letters should be requested from external evaluators.	Many reviewers will already be booked by this date; earlier is better. There is no firm "reviewers must be requested by" date but by summer most reviewers are booked.
September 1 (recommended)	<b>H/D</b>  <b>Unit committee</b>	All external evaluation letters should be received.  Unit committee should begin their 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.

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September 30 (recommended)	<b>H/D</b>	Dossier submitted to Head/Director for review and evaluation.	Completed dossiers are due to the Dean's office by Oct. 15, so H/D should consider how much time they need to write their own letters to make that deadline.
<b>Oct 15 (firm)</b>	<b>H/D</b>	P&T and CS&P dossiers due to SBS Dean's office.	By policy, H/Ds inform candidates of their recommendations in writing (simply whether the H/D recommended for or against promotion; no confidential information from the review should be included).
Until winter break	<b>SBS P&amp;T committee</b>	College P&T committee reviews dossiers.	The Dean then has until Jan 21 to complete the Dean's evaluations. By policy, the Dean informs candidates of the Dean's recommendation in writing (simply whether the Dean recommended for or against promotion; no confidential information from review should be included).
<b>Jan 21 (firm)</b>	<b>SBS Dean</b>	Completed dossiers are due to the Provost's office.	
<b>Feb 1 (firm)</b>	<b>H/D</b>	Deadline to requests additions to dossiers.	SBS practice is to encourage <b>only</b> those addendums that affect the disposition of the case (i.e., a prestigious new award, a new book contract, etc.).
Last week of April	<b>Provost</b>	Provost decision letters are sent via email and also hand-delivered.	
Last week of May	<b>President</b>	Appeal of Provost's decision due to the President.	