

**Cooperative Extension  
Continuing Status & Promotion  
Timeline / Process / Links**  
**3-Year (follow timeline of only unshaded cells)**  
**6-Year (follow timeline of all cells)**

*It is essential that faculty and staff carefully follow their department, college, and the university guidelines to ensure a seamless Continuing Status and Promotion process. A complete and accurate dossier is imperative. Mistakes caught early in the review process can be amended; they cannot be corrected later in the process without initiating re-review at all levels.*

Important Dates	Action Item	Responsible Person	Link to Required Documents <i>(if any)</i>	Notes
February - March	Annual Workshop (series): Instructors on the Process and Preparation of Dossiers for Promotion & Tenure and Continuing Status & Promotion	Vice Provost Office	<a href="#">Promotion Presentation</a> (listed under Promotion Links)  <a href="#">Promotion Workshops</a>	PowerPoint Presentation and Workshops information updated each Spring
March	Candidates are notified of upcoming review	Department Head/Director	<a href="#">Guide to the Promotion Process</a>	Every candidate must be provided with a copy of the "Guide to the Promotion Process"
March - June	Draft dossier  <hr/> Final Preparation of Dossier	Candidate  <hr/> Candidate   *Work closely with mentors, colleagues and CEDs	<a href="#">CS&amp;P Dossier Template</a>  <b>One-page Abstract Guidelines &amp; Criteria: (<i>choose one Specialist or Agent</i>)</b> (Section 3) - <a href="#">Cooperative Extension Specialists</a> - <a href="#">Cooperative Extension Agents</a>  <b>Five-page Extended Guidelines &amp; Criteria: (<i>choose one Specialist or Agent</i>)</b> (Section 3) - <a href="#">Cooperative Extension Specialist</a> - <a href="#">Cooperative Extension Agents</a>  *Insert both, the 1 page AND the 5 page versions	Review important links at the end of this document for more resources



October 15	Final dossier delivered to Dean's Office  <i>(P&amp;T, CS&amp;P, promotion only, and 3-year or other probationary reviews with recommendation for <u>non-renewal</u>)</i>	State Extension Office		Make sure all contents are in order according to template
<u>November 15</u>	All <u>3-year</u> or other probationary reviews with recommendation for renewal delivered to <i>Dean's office</i>	State Extension Office		Make sure all contents are in order according to template
November - December	CALS Committee review, letter written, including committee votes (addressed to Dean) and added to dossier	Chair of College Committee		
December - January	Dean's review, letter written and added to dossier	Dean		
January 15	Dossiers Due in Office of the Provost	Dean's Office		1) 1 Original packet - No Staples - Single Sided 2) 1 Digital Copy
Mid-January	All 3-year candidates will receive a letter directly from the Dean announcing his decision on retention.			Jeff Silvertooth and CED will be cc'd on this correspondence.
January - April	University Committee review, letter written and added to dossier	Chair of University Committee		
April (last day)	Letters of decision sent to candidates	Provost		
May	Appeal of Provost's decision sent to President	Candidate		Such appeals must be submitted in writing to the Office of the President <i>within 30 days</i> after the date of the Provost's letter.

**PLEASE READ**

Important and helpful links to review and reference for detailed information/procedures regarding the Continuing Status & Promotion Process:

*CALS Promotion and Tenure/Continuing Status Review Process*

<https://cals.arizona.edu/about/workplace/promotion>

*Provost Continuing Status and Promotion*

<http://facultyaffairs.arizona.edu/continuing-status-and-promotion#csp>

Annual Performance Reviews of Continuing Status

and Continuing-Eligible Academic Professional Employees

<http://policy.arizona.edu/employmenthuman-resources/annual-performance-reviews-continuing-status-and-continuing-eligible>

[Faculty Review Resources](#) - Additional Extension resources, such as videos of promotion workshops and sample candidate statements