## 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 rereview at all levels.

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

May - June	Candidate provides list of potential outside evaluators to CED. CED will confer with the appropriate associate director, programs prior to finalizing and contacting outside evaluators.  CED must contact agreed upon potential outside evaluators to ask if they will write a letter of support.  Only send dossier and letter to those who agree to participate	Candidate	Worksheet for the Selection of Outside Evaluators (Section 10)	The candidate should suggest possible evaluators to the department head, but no more than half of the evaluators can come from the candidate.
July 1	Mail and/or PDF complete dossier, with letters requesting review, to outside evaluators, who have agreed to review	Candidate / CED	Sample OUTSIDE EVALUATOR letter  Sample COLLABORATOR letter	*It is NOT required to create binders with tabs for dossier to be mailed.
				*A PDF of the dossier is an acceptable form of delivery. However, if reviewer prefers a hard copy, one would need to be mailed to them. Be sure to confirm with reviewer their preferred method of delivery.
August 1	Outside evaluator letters should be received by CED and added to dossier	CED		Three to eight letters signed and printed on letterhead from independent, outside evaluators who are not collaborators of the candidate.  Candidate cannot review letters from outside evaluators
August 15	Complete dossier (including any reviewer / collaborator letters of support) need to be received by the State Extension Office	CED		1) 1 Original and 1 Copy - No Staples - Single Sided 2) 1 Digital Copy
August 15 - September 15	Extension Committee review, letter written (addressed to CED) and added to dossier	Extension Committee		
September15- October 1	CED review, letter written (addressed to Dean) and added to dossier	CED		

October 15	Final dossier delivered to Dean's Office  (P&T, CS&P, promotion only, and 3-year or other probationary reviews with recommendation for non-renewal)	State Extension Office	Make sure all contents are in order according to template
November 15	All <u>3-year</u> or other probationary reviews with recommendation for renewal delivered to Dean's office	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 within 30 days 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** 

 $\underline{http://facultyaffairs.arizona.edu/continuing-status-and-promotion\#csp}$ 

Annual Performance Reviews of Continuing Status and Continuing-Eligible Academic Professional Employees

 $\frac{http://policy.arizona.edu/employmenthuman-resources/annual-performance-reviews-continuing-status-and-continuing-eligible}{continuing-status-and-continuing-eligible}$ 

<u>Faculty Review Resources</u> - Additional Extension resources, such as videos of promotion workshops and sample candidate statements