

Off-cycle Review of Promotion and Tenure & Continuing Status and Tenure

In exceptional circumstances, due to retention or pre-emptive situations, it may be necessary for department and colleges to review cases for promotion and tenure/continuing status and promotion outside the normal University review schedule. The Department Head, with the endorsement and approval of the College Dean must seek permission from the Executive Vice President and Provost or his/her designee to initiate a candidate's promotion and tenure review outside the normal University review cycle. The Department Head and College Dean must articulate the circumstances prompting the request for an off-cycle review.

Having received permission to conduct an off-cycle review, both the Department and the College must follow their normal review process for reviewing promotion and tenure/continuing status and promotion. This includes requesting and providing the requisite number of letters from external reviewers as set forth in the University of Arizona P & T and CS & P guidelines.

The College forwards the recommendations and appropriate documentation to the Associate Vice Provost for Faculty Affairs. The Associate Vice Provost for Faculty Affairs, together with the Executive Vice President and Provost will determine the final outcome of the review.

The agreement to offer Expedited Reviews is not to be included in letters of offer to potential hires. Only the Executive Vice President and Provost or his/her designee can approve the initiation of a candidate's promotion and tenure review outside of the normal University review cycle.

<http://facultyaffairs.arizona.edu/promotion>