

To tenured UAFT faculty:

It is time to start thinking about next year's (AY11-12) promotion process. If you are tenured and wish to stand for promotion, this email contains valuable information.

The UAF *Policies and Regulations for the Appointment and Evaluation of Faculty* (the "Blue Book") regulate the UAFT promotion and tenure processes (UAFT CBA Article 5.3). *Regulations Chapter IV.B.2* Reads, "Notification: Before the end of the academic year, the provost will announce the deadline for the submission of files for tenure, promotion, ... and post-tenure review for review during the next academic year." The Provost requires that all faculty notify their dean/director and the provost of their intention to stand for promotion before the end of the academic year preceding the year of review.

If you intend to stand for promotion in AY11-12, you must inform your dean/director in writing by the end of your current appointment. (The last day of the nine month AY09-10 contract period is May 21, 2011.) Please be advised that notification of your intent to colleagues or to your program head/department chair is not sufficient. Your dean/director must receive written notification from you no later than May 21, 2011. Please note that late requests will not be received. Files submitted without prior notification of intent to stand will not be considered for promotion in AY11-12.

If you are scheduled to undergo post-tenure review in AY11-12, but instead wish to stand for promotion, you must provide notification by May 21, 2011. In addition, if you submit a promotion file, you cannot change it to a post-tenure file once the process has begun, nor can you withdraw your file from the promotion process prior the level of the vice chancellor's review.

More information about the promotion process is available on the provost's website at <http://www.uaf.edu/provost/promotion-tenure/>. The UAFT CBA is also online for your reference at <http://www.alaska.edu/labor/uافت/>. If you have any questions regarding the CBA language in particular, please contact your union representative.

The Provost's Office will hold its annual Promotion File Preparation Workshop after faculty have come back on contract in the fall, after August 21, 2011.