

To all tenure-track UNAC faculty,

It is time to start thinking about next year's (AY11-12) tenure and/or promotion process. If you are tenure-track and wish to stand for tenure and/or promotion prior to your mandatory year, to follow is some valuable information.

The UNAC CBA states in Article 9.2.5.a that "The unit member shall, by the end of his/her appointment period, advise the dean, director or designee that he/she plans to stand for tenure and/or promotion in the upcoming academic year, and submit to the dean, director or designee a complete CV and, upon request of the dean, director or designee, a list of two (2) external reviewers (no external reviews shall be requested for comprehensive fourth year reviews, retention reviews or any post-tenure reviews)."

If you intend to stand for tenure and/or promotion prior to your mandatory year in AY11-12, you must inform your dean/director in writing by the end of the current academic year. (The last day of the nine month AY10-11 contract period is May 21, 2011.) Please be advised that notification of your intent to colleagues or to department heads/chairs 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 considered. Files submitted without prior notification of intent to stand will not be considered for tenure and/or promotion in AY11-12.

If you are scheduled for mandatory tenure and/or promotion review in AY11-12, there is no need to provide notification.

If you are scheduled to undergo 4th Year Review but instead wish to stand for tenure and promotion, you must provide notification by May 21, 2011. For example, if you are scheduled to undergo 4th Year Review but decide you would like to stand for promotion and tenure prior to mandatory year instead, if you do not notify your dean/director by May 21, 2011, when your file is received in October it will be processed as a 4th Year Review file, not as a tenure and promotion file. In addition, if you are scheduled for 4th Year Review and decide to submit a tenure and promotion file instead, you cannot switch the tenure/promotion file to a 4th Year Review file once the process has begun, nor can you withdraw the file from the process.

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

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