

To all tenured UNAC 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, 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 promotion in AY11-12, you must inform your dean/director in writing by the end the current appointment 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 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 for either 3rd year "dean's" or 6th year comprehensive 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 are scheduled for post-tenure review and instead stand for promotion, you will not be able to withdraw your file from the promotion process before the level of the provost's review, nor will you be able to switch your promotion file to a post-tenure review file.

More information about the promotion and tenure process is available on the Provost's website at <http://www.uaf.edu/provost/promotion-tenure/>. The UNAC CBA is also 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 Promotion File Preparation Workshop after faculty come back on contract, after August 21, 2011.\*