

Review Process & Timeline: College of Medicine-Tucson

Mid-Cycle/3rd year retention reviews

COM-T Faculty Affairs	January	Mandatory (3 year) review letters sent out to faculty.
Dept P&T Coordinator	March	Confirmation of all mid-cycle reviews sent to COM-T FA .
COM-T Faculty Affairs	March	All planned mid-cycle reviews sent to Provost's office .
Faculty	May-Aug	Complete sections 2, 4-6 (optional 7,8). Send to Dept P&T Coordinator .
Dept P&T Coordinator	August	Complete sections 1, 3, 8A (if applicable) and 9 (peer review). Check faculty sections, send back for updates if needed.
Dept P&T Committee	September	Review the case in RPT, vote to approve or deny retention for next 3 years, write and sign letter with recommendations for faculty.
Dept Head	October	Review the case, write a letter with recommendations for next 3 years.
Dept P&T Coordinator	Dec 1	Check all letters are uploaded and complete, forward the case to FA . Send out recommendation letter to faculty.
COM-T Faculty Affairs	December	Review full case, send back for updates if needed. When complete, forward the case to College P&T Committee .
College P&T Committee	January	Review case, write assessment with COM-T form, vote to approve/deny retention for next 3 years, make recommendations for faculty.
Vice Dean of Faculty Affairs	February	Review case, approve or deny, draft final recommendations letter.
COM-T Faculty Affairs	Last Friday in Feb	Send college recommendation letter to faculty. CC dept head, dept P&T chair, P&T coordinator, Vice Dean. BCC FA UAccess approvers.