Promotion Resources

ONLINE RESOURCES

These documents are revised each year for the launch of the process in early May.

Information on promotion is provided at http://facultyaffairs.arizona.edu/promotion

- Promotion Resources:
  - Promotion Presentation
  - Guide to the Promotion Process
  - Templates for Dossiers and related documentation
  - Promotion policies such as clock delays
  - The University’s Inclusive View of Scholarship
  - Resources on preparing Teaching Portfolios and Service and Outreach Portfolios
  - College Criteria for promotion, tenure and continuing status reviews and career-track reviews

ADVICE FOR DEPARTMENT HEADS AND COMMITTEE MEMBERS

- Workload summary should be written without evaluative comments. See Dossier template.
- Outside letters should not come from collaborators and others who worked closely with the candidate.
  - No more than half of the external letters can be from the candidate’s list.
  - Negative comments in external reviews must be addressed by committees and/or head.
- Administrators and committee members should not have collaborated closely with the candidate.
- Collaborator letters provide ways for such individuals to assess candidate’s work and impact.
- GIDP and joint appointments: review committees should include representatives such programs.
  - GIDP participation should be evaluated by a letter from a GIDP Chair.
- Follow the OIA Peer Review of Teaching Protocol:
  - Reviewers meet with candidates before the teaching observation,
  - Review the Teaching Portfolio as well as observe the teaching, and
  - Conclude with a meeting to discuss observations.
- Committee votes with split opinions should be explained, and a minority opinion should be provided.

ADVICE FOR CANDIDATES PREPARING DOSSIERS

- Use the Guide to the Promotion Process to think strategically about the Dossier.
  - Make sure your Workload Statement is accurate, with course loads specified and include changes from previous years.
  - Use the Candidate Statement to frame your dossier (within the limit of 5 single-spaced pages).
  - Spend some time developing a well-organized and representative Teaching Portfolio.
  - Use the Service and Outreach Portfolio to document your leadership and impact, for example on curricular initiatives and bridge or other programs.
- Use the Templates for Dossiers to ensure the correct format for your curriculum vitae, including
  - page numbers and all details on publications,
  - clear distinctions between peer-reviewed and other publications,
  - dollar amounts for pending and awarded grants, and
  - a complete list of collaborators.
- Consult Teacher Course Evaluation FAQs on basic issues: http://tce.arizona.edu/content/faqs

Further Questions? Email Asya Roberts (asya@email.arizona.edu) or Tom Miller (tpm@email.arizona.edu)