

TO: Deans, Directors, and Heads
FROM: Thomas Miller, Vice Provost for Faculty Affairs 
SUBJECT: Promotion Reviews for Tenure, Nontenure and Continuing-status Candidates
DATE: May 18, 2017

This memo initiates our promotion review process. Advice on preparing and reviewing promotion dossiers is provided by the University's *Guide to the Promotion Process*. Candidates and reviewers should pay particular attention to the section on "Avoiding the Most Common Problem in Dossiers." Department heads should provide candidates with a copy of this letter along with relevant promotion criteria and this link to the *Guide* and related resources: <http://facultyaffairs.arizona.edu/promotion>

Peer reviews of teaching have become an increasingly important part of promotion reviews. All dossiers are required to include a Teaching Portfolio and a review of the candidate's Portfolio and teaching. All departments should use the peer-review protocol created by Dr. Ingrid Novodvorsky in the Office of Instruction and Assessment: <http://teachingprotocol.oia.arizona.edu/>. That protocol includes having rank-eligible reviewers meet with candidates to discuss their teaching portfolios before observing their teaching and providing candidates with copies of their review to enable them to write a response to their department head if they feel that is merited.

Reviewers and candidates are encouraged to consider the "inclusive view of scholarship" in the University's promotion criteria: <http://facultyaffairs.arizona.edu/content/promoting-inclusive-view-scholarship>. The Faculty Senate approved these criteria to align promotion reviews with our strategic priorities, including efforts to expand business and community partnerships, interdisciplinary collaborations, and hands-on learning opportunities for students. Candidates should consider soliciting letters from such collaborators and using the Service and Outreach Portfolio to document their broader impact, especially if service or outreach is a significant part of their assigned duties.

The Guide to the Promotion Process provides details on our promotion policies, including the provisions that were approved by the Senate for considering findings of professional misconduct in promotion reviews. Information on those provisions is provided in *University Handbook for Appointed Personnel* 3.3.02.B.

The recommended schedule for reviews is included in the *Guide*. To avoid disruptions in candidates' reviews, I have attached a checklist to address the issues that most often result in delays when dossiers are returned to departments to rectify errors.

No later than January 15, 2018, a hard copy and an electronic copy of each dossier should be submitted by deans' offices to the Office of the Provost. The University Advisory Committee on P&T and the University Advisory Committee on Continuing Status must begin their deliberations in mid-January to advise the Provost on the decisions that are announced on the last workday in April.

Promotion reviews are one of our most intensive service commitments. As we initiate the review process, please join me in thanking the hundreds of faculty who will serve on department, university, and college committees in the coming year. We all owe a special thanks to our colleagues on the University P&T and Continuing-Status committees that review about a hundred dossiers each spring.

If you have questions about promotion reviews, please contact Asya Roberts at 626-0202 or asya@email.arizona.edu