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 nontenure 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.
- Administrators and committee members should not have collaborated closely with the candidate.
- Such individuals should submit collaborator letters, which come right after external reviews in dossiers.
- No more than half of the external letters can be from the candidate’s list.
- If the candidate is active in a GIDP, an evaluation from the GIDP Chair must be included.
- Review committees should include representatives from GIDPs and joint appointment departments.
- If used in your department, make sure candidates include the Teacher Course Evaluation Participation Report, TCE Comparison Report and TCE Comparison Graph
- If possible, have committee members draw up representative comments from students.
- As detailed in The Protocol for Peer Review of Teaching, reviewers should meet with candidates to review the Teaching Portfolio, observe teaching, and conclude with a meeting to discuss observations.
- Reviews of research, teaching and service should be weighted according to the workload summary.
- Evidence of national and international scholarly recognition should be documented.
- If appropriate, citation indices and impact factors can be cited for peer-reviewed articles.
- Negative comments in external reviews must be addressed by departmental committee and/or head.
- Give rationale for recommendations. Include minority statements.
- Split votes and abstentions in committee votes need to be explained.

ADVICE FOR CANDIDATES PREPARING DOSSIERS

Cover Sheet

- Check the number of years in rank, including the current academic year in the count.
- Make sure the year of mandatory tenure review is mentioned for untenured candidates.
- Make sure promotion clock delays and/or approved leaves of absence are included.
- List joint appointments (not courtesy appointments).
Workload Statement

- Should describe duties and not evaluate achievements. See dossier template.
- Should explain what counts towards research, teaching, and service activities.
- Should match workload percentage with an average number of course units taught per year.
- Must be dated and signed by candidate and the department head.
- The copy sent to the external evaluators should be included in the dossier.

Curriculum Vitae

- Organize the contents in the order prescribed by the dossier template.
- List publications in chronological order.
- Use numbered lists for publications, conferences, and grants.
- List all authors, title, journal, volume, page numbers, and years.
- Do not mix peer-reviewed publications with conference proceedings.
- Clearly indicate non peer-reviewed publications.
- Scholarly presentations should be limited to period in rank and last 5 years.
- Distinguish invited from submitted presentations.
- Only list pending or awarded grants.
- Organize grants according to source of funding (federal, state, industry, and private foundations).
- Make sure the list of collaborators is accurate.
- Limit the Candidate Statement to no more than 5 pages (single spaced).

External Reviewers

- Must be independent of the candidate.
- Cannot collaborate or have collaborated on grants or publications.
- Only head or committee chair should contact potential reviewers.
- Dated copies of letters or emails sent to external reviewers should be included in the dossier.
- The dossier should contain 3 to 8 letters, no more than half of which from candidate’s list.
- Document the selection process.
- Describe what was provided to the referees.
- Include all solicited letters.

Teaching Portfolio

- List all courses taught in the last 5 years or in period in rank, whichever is shorter.
- Make sure number of courses taught is consistent with the workload statement.
- Evaluation of teaching and compilation of student comments should be done by head or committee.
- Classroom observations by faculty colleagues are required, though the observation can be done by a non-committee member and may be from the previous year.
- Do not include syllabi or course materials in the dossier sent forward to the college.
- In most fields TCEs should be included from the P&T Report Set, which is a series of reports for performance appraisals that includes results at the course level and scores from comparable courses.
- Consult Teacher Course Evaluation FAQs on basic issues:  http://tce.arizona.edu/faqs

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