



# 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/fags>

**Further Questions?** Email Asya Roberts ([asya@email.arizona.edu](mailto:asya@email.arizona.edu)) or Tom Miller ([tpm@email.arizona.edu](mailto:tpm@email.arizona.edu))

