TO: Deans, Directors, and Heads  
FROM: Thomas Miller, Vice Provost for Faculty Affairs  
SUBJECT: Promotion Reviews for Tenure and Continuing-status in 2016-2017  
DATE: May 16, 2016

This memo initiates the review process for promotion, tenure and continuing status. That process is detailed in 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 all candidates with a copy of this letter along with relevant promotion criteria and the link for the Guide and related resources:
http://facultyaffairs.arizona.edu/promotion

The Guide to the Promotion Process provides details on promotion procedures, including the provisions for considering findings of professional misconduct in promotion reviews. These provisions have been approved by the Faculty Senate. The related policies in the University Handbook for Appointed Personnel are in the final stages of the policy revision process and will be in place for reviews in the fall. If you have questions about promotion reviews, please contact Asya Roberts at 626-0202 or asya@email.arizona.edu

Please review 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 collaborations, deepen interdisciplinary collaborations, and engage students in hands-on learning opportunities. Candidates should consider soliciting letters from such collaborators and using the Service and Outreach portfolio to document their broader impact.

Peer reviews of teaching have become an increasingly important part of promotion reviews in recent years. All Dossiers are now required to include a Teaching Portfolio, a teaching observation, and a review of candidates’ instructional materials. A protocol for peer reviews has been created by Dr. Ingrid Novodvorsky in the Office of Instruction and Assessment:
http://oia.arizona.edu/project/peer-review-teaching-protocol

Each year about one hundred Dossiers are reviewed by promotion committees across campus. The recommended schedule for reviews is included in the Guide. To avoid delays in the review process, the Guide includes a Checklist for Departments and Colleges that focuses on the problems that most often result in delays arising from Dossiers being returned to departments to rectify errors.

No later than January 13, 2017, 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 need to begin their deliberations in mid-January to be able to advise the Provost on the decisions that are announced annually 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 over the coming year. We all owe a special debt of thanks to our colleagues who serve on the University P&T and Continuing-Status committees that review about one hundred dossiers each spring.