Promotion Resources

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

Information on promotion is provided at [https://facultyaffairs.arizona.edu/content/about-promotion](https://facultyaffairs.arizona.edu/content/about-promotion)

- **2018 Changes in Promotion**
- **Promotion and Tenure**
- **Continuing Status & Promotion**
- **Career-Track Faculty (NTE)**
- **FAQs for Career Track Faculty**
- **Promotion Presentation**
- **Guide to the Promotion Process**
- **Templates for Dossiers** and related documentation
- **Promotion policies** such as clock delays
- **Our 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 **The Protocol for Peer Review of Teaching** to ensure
  - 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 changes from previous years included.
  - 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: [https://tce.arizona.edu/content/faqs](https://tce.arizona.edu/content/faqs)