UNIVERSITY OF ARIZONA POLICY

According to the Definitions in the University Handbook for Appointed Professionals (UHAP), career-track (CT) professors are faculty whose Notice of Appointment incorporates the ABOR Conditions of Faculty Service (ABOR-PM 6-201, et seq.) who are not eligible for tenure and do not have visiting or adjunct titles.

Policies for appointments and promotion reviews of career-track faculty are included in UHAP chapter 3. UHAP 3.1.02 notes that units are required to have procedures for promotion reviews before making career-track lecturer or professor appointments. Promotion review polices are included in UHAP 3.3.03.

COLLEGE OF FINE ARTS

The College of Fine Arts believes that Career-Track faculty are essential to its teaching and service missions. It supports promotion through all ranks for qualified Career-Track faculty.

Instructors

The College of Fine Arts does not have a promotion path for instructors. However, when justified by annual performance reviews and increased responsibilities such as expanded teaching or supervisory duties, instructors may also be converted to other titles that are not eligible for tenure (such as lecturer or assistant professor of practice), provided their annual performance reviews under Section 3.2 meet the criteria in Section 3.3.03.b. Such appointments are to be made following standard procedures.

Lecturers

In the College of Fine Arts, promotion to Senior lecturer may be made following reviews by the School’s Promotion and Tenure Committee with the approval of the appropriate Director and Dean. When justified by increased responsibilities such as expanded teaching or supervisory duties, lecturers at any rank may also be converted to other ranked titles on the career track (such as assistant professor of practice), provided their annual performance reviews under Section 3.2 meet the criteria in Section 3.3.03.b. Such appointments are to be made following standard procedures. As noted in UHAP 3.3.03.E, lecturers may be appointed to professor positions when faculty have been given “expanded or supervisory duties” and have established a record of achievement that is documented in their annual performance reviews.
COLLEGE OF FINE ARTS
QUALIFICATIONS FOR APPOINTMENTS BY RANK
Assistant/Associate/Full Professor Career-Track

Assistant Career-Track Professor:
• Appointment or promotion to assistant professor on the career track will require evidence of promise, adequate training, depth of knowledge in a particular specialty, and capacity to undertake the combination of high-quality teaching, research, and/or service specified by the position.
• Established record of achievement with recognized expertise as documented in strong letters of recommendation from collaborators and supervisors and other indicators of recognition.
• Demonstrated success in academic instruction as evidenced by strong student evaluations, a teaching portfolio that documents the candidate’s understanding of curriculum design and outcomes assessment, and peer reviews that demonstrate candidates’ teaching effectiveness.

Associate Career-Track Professor:
• Appointment or promotion to associate professor on the career track will require evidence of an established and productive career in addition to the qualifications required of the assistant rank.
• Such an individual will be known at the state, regional, and national level for the individual’s particular expertise, and will contribute to the departmental program in a significant fashion.
• It is strongly recommended that career-track assistant professors go up for promotion to the rank of associate professor once the individual has taught for a minimum of 6 years at the UA, or possibly at other institutions, at ≥ .5 FTE. Commensurate service may be considered when determining years of experience.
• Annual reappointments may be made an indefinite number of times, subject to satisfactory performance evaluations.
• Additional experience and expertise beyond that for an assistant professor, for example, research-based teaching innovations, experience with advancing broader curricular reforms, and recognized contributions to the scholarship of teaching such as conference presentations.

Full Career-track Professor:
• Appointment or promotion to professor on the career track will require outstanding qualifications regarding expertise and experience in addition to the qualifications required of an associate professor.
• Such an individual must have achieved national recognition through peer organizations and/or bring distinction to the department.
• It is strongly recommended that career-track associate professors go up for promotion to the rank of full professor once the individual has taught for a minimum of 6 years in rank at the UA, or possibly at other institutions, at ≥ .5 FTE. Commensurate service may be considered when determining years of experience.
• Career-track professors may be reappointed annually provided they continue to meet the criteria for the rank and perform satisfactorily as determined by annual performance evaluations.
• Additional impact and recognition beyond that expected for an associate professor, including leadership of high-impact innovations, awards and other recognition of teaching effectiveness, and institutional and recognized contributions to the scholarship of teaching such as publications, presentations, and the adoptions of teaching innovations at other institutions.

SCHOOL OF ART, SCHOOL OF DANCE, FRED FOX SCHOOL OF MUSIC, SCHOOL OF THEATRE, FILM & TELEVISION
CRITERIA FOR PROMOTION BY RANK
Assistant/Associate/Full Professor Career-Track

According to UHAP 3.3.03.b, promotion requires excellent performance and the promise of continued excellence as determined by the specific duties assigned to individual faculty members. ABOR section 6-201(l)(4)(a) notes that criteria for evaluation should consider teaching effectiveness; quality of service to the profession, university, and community; and the quality of scholarly research, publication, or creative endeavors—if the faculty member has assigned research duties. Research is also integral to the scholarship of teaching and the scholarship of engagement, as recognized by the University’s inclusive view of scholarship.

Candidates within CFA must demonstrate performance of duties in a meritorious manner so as to warrant consideration for promotion.

School of Art: Criteria for Promotion to Associate Career-Track Professor
• Excellent student, administrative, and peer evaluations that demonstrate effectiveness with research-based teaching practices.
• Contributions to curriculum development, outcomes assessment, and instructional innovations that build on such practices to improve student success.
• Effective advising, mentoring, and student-support activities.
• Presentations and participations in workshops, lectures, seminars, and panel discussions related to the duties of the individual and the mission of the program.
- Participation in committee and collaborative governance within the program, department, college, and/or university.
- Collaborations on teacher preparation, interdisciplinary partnerships, and/or outreach.
- Service as a reviewer for grants, competitions, awards, and publications, within the program, institution, and profession.

School of Art: Criteria for Promotion to Full Career-Track Professor
The expectations for the leadership and impact of full professors build on those set out above.
- Recognition such as awards that demonstrate outstanding teaching effectiveness and innovations in course design.
- Innovations in instruction that significantly contribute to student recruitment, retention, and graduation.
- Broad impact on curricular practices and teacher development programs.
- Publications, grants, reports, presentations, and other contributions to the scholarship of teaching.
- Leadership of curricular reforms, outreach programs, and/or interdisciplinary initiatives.
- Leadership roles in professional societies, editorial boards, teacher networks, and other community and professional collaborations.
- Leadership with evaluating and collaborating on publications, awards, or proposals.

School of Dance: Criteria for Assistant/Associate/Professor Career Track

First and foremost, the qualifications for rank as set forth by the College of Fine Arts (CFA) are observed by the School of Dance. The School of Dance is an academic unit within CFA.

Secondly, the criteria essential in establishing rank for career track positions runs parallel to what has been established for tenure-eligible faculty. The scale or degree to which skills, accomplishments, professional experience and prior education are notable may vary, but the kind of preparation and nature of one’s current work in the field may be very similar from a career-track position to a professor of practice to a tenure-eligible hire.

ASSISTANT PROFESSOR: Promotion to, or appointment as, an assistant professor is considered on the basis of promise as a teacher, scholar, performer, choreographer. The position offers the opportunity to develop potential in teaching, performance, and creative activity/research. The definition of research in dance includes such creative activities as choreography, public performance (e.g., faculty recitals, performance by ensemble groups) as well as other activities such as staging established works of choreography (repetiteur), notation, somatics, and dance education.

ASSOCIATE PROFESSOR: Promotion to associate professor indicates that the assistant professor has shown excellence in teaching by demonstrating a thorough knowledge of his or her field. The candidate must also offer evidence of local, state and national recognition through
research, publications, performances, or the creation of original work (choreography). A recommendation for promotion means that the candidate's peers believe in his or her potential for further growth and expect that he or she will eventually be promoted to professor. The candidate might be assigned increased committee and administrative responsibilities, but such practice would not be the norm.

PROFESSOR: Promotion to professor indicates that the associate professor has achieved some level of national recognition in performance, scholarship, or choreography, and has given clear demonstration of superior teaching and maturity as a colleague. Work on committees and in other forms of University and public service might be considered, and in certain cases could become important responsibilities.

Fred Fox School of Music: Criteria for Assistant/Associate/Professor Career Track

Assistant Professor: Promotion to, or appointment as, an assistant professor is considered on the basis of promise as a teacher, in scholarly/creative activity, and in contributions to service. Individuals recommended for appointment at or promotion to the rank of assistant professor should have an appropriate terminal professional degree, or sufficient professional experience and expertise in the field of intended appointment.

Associate Professor: Promotion to, or appointment as, an associate professor indicates the assistant professor has shown excellence in the areas of teaching, scholarly/creative activity, and service, and has demonstrated a thorough knowledge of his or her field. The candidate must also offer evidence of excellence in academic or professional instruction and mentoring of students, and have attained local, state, and national recognition in his or her respective field. Individuals are expected to carry on distinguished practices in their field, providing skills and knowledge essential to the educational process. In the area of scholarly/creative activity these can include activities such as composition, public performance (e.g., faculty recitals, performance by ensemble groups) as well as contributions to other traditional disciplines such as musicology, theory, and music education. Service contributions must be made at the public, professional, and university levels. A recommendation for promotion means that the candidate’s peers believe in his or her potential for further growth and expect that he or she will eventually be promoted to professor. It is strongly recommended that the candidate for associate professor spend six (6) years at the rank of assistant professor before applying for promotion to associate professor.

Professor: Promotion to, or appointment as, a professor indicates that the associate professor has achieved state, national, and international recognition in his or her respective field, and has given clear demonstration of superior teaching, scholarly/creative activity, and service. At the time of review, the department must demonstrate the appointee’s continued record of exemplary contributions to the school in the areas of teaching, research, and service, as well as showing the candidate’s continued maturity as a colleague, and leadership capabilities. It is strongly recommended that the candidate for full professor spend six (6) years
at the rank of associate professor before applying for promotion to full professor.

School of Theatre, Film & Television: Criteria for Assistant/Associate/Professor Career Track

Criteria for Promotion to Associate Career-Track Professor:
- Excellent student, administrative, and peer evaluations that demonstrate effectiveness with research-based teaching practices.
- Contributions to curriculum development, outcomes assessment, and instructional innovations that build on such practices to improve student success.
- Effective advising, mentoring, and student-support activities.
- Presentations and participations in workshops, lectures, seminars, and panel discussions related to the duties of the individual and the mission of the program.
- Participation in committee and collaborative governance within the program, department, college, and/or university.
- Collaborations on teacher preparation, interdisciplinary partnerships, and/or outreach.
- Service as a reviewer for grants, competitions, awards, and publications, within the program, institution, and profession.

Criteria for Promotion to Full Career-Track Professor:
The expectations for the leadership and impact of full professors build on those set out above.
- Recognition such as awards that demonstrate outstanding teaching effectiveness and innovations in course design.
- Innovations in instruction that significantly contribute to student recruitment, retention and graduation.
- Broad impact on curricular practices and teacher development programs.
- Publications, grants, reports, presentations, and other contributions to the scholarship of teaching.
- Leadership of curricular reforms, outreach programs, and/or interdisciplinary initiatives.
- Leadership roles in professional societies, editorial boards, teacher networks, and other community and professional collaborations.
- Leadership with evaluating and collaborating on publications, awards, or proposals.

COLLEGE OF FINE ARTS
QUALIFICATIONS FOR APPOINTMENTS BY RANK
Assistant/Associate/Full Professor of Practice Career-Track

Professors of Practice in the CFA are Career-Track faculty members who are recognized for their expertise, achievements, and reputation over a sustained period of time. They are distinguished professionals in an area of practice or discipline but may not have substantial academic experience. The primary responsibilities of this position are teaching courses, including seminars and independent studies, to undergraduates and graduate students in a manner that
advances the educational mission of the university and school in a significant or substantial way. In addition, specific management, administrative, and/or professional duties may be assigned as outlined in a detailed job description approved by the School Director.

Assistant Professor of Practice Career-Track:
- Demonstrated level of accomplishment in an area of practice or specialization.
- Potential of excellence in teaching should be apparent, as should the ability to perform any additional professional responsibilities outlined in the candidates’ job description.
- While the candidate’s assignment may include negotiable amounts of research/creative activity and service, the expectation is that the primary responsibilities will reside in teaching.

Associate Professor of Practice Career-Track:
- Evidence of sustained achievements in teaching, professional responsibilities outlined in the candidate’s job description, and in the area of professional specialization.
- Same qualifications as for Assistant Career-Track Professor of Practice, in addition to which, it is recommended that the individual has taught a minimum of 6 years at the UA, or possibly at other institutions, at ≥ .5 FTE. Commensurate service may be considered when determining years of experience.
- An established career earning the candidate state and national recognition for his or her particular expertise is essential. While the candidate’s assignments may include negotiable amounts of research/creative activity and service, the expectation is that the primary responsibilities will reside in teaching.

Professor of Practice Career-Track:
- Full Professor of Practice requires unique qualifications regarding expertise and experience in addition to those possessed by Associate Professors of Practice.
- Same qualifications as for Associate Professor of Practice, in addition to which, it is recommended that the individual has taught ≥ 6 years at the UA, or possibly at other institutions, at ≥ .5 FTE. Commensurate service may be considered when determining years of experience.
- Clear evidence of sustained excellence in teaching and mentoring is essential.
- Expectation of demonstrated superior performance of professional responsibilities, and national recognition through professional organizations of distinction.
- While the candidate’s assignments may include negotiable amounts of research/creative activity and service, the expectation is that the primary responsibilities will reside in teaching.
CRITERIA FOR APPOINTMENTS BY RANK  
Assistant/Associate/Full Professor of Practice Career-Track  

Candidates within CFA must demonstrate performance of duties in a meritorious manner so as to warrant consideration for promotion.

School of Art: Criteria for Promotion to Associate Professor of Practice Career-Track  
Excellent student, administrative, and peer evaluations that demonstrate effectiveness with research-based teaching practices.  
- Contributions to curriculum development, outcomes assessment, and instructional innovations that build on such practices to improve student success.  
- Effective advising, mentoring, and student-support activities.  
- Presentations and participations in workshops, lectures, seminars, and panel discussions related to the duties of the individual and the mission of the program.  
- Participation in committee and collaborative governance within the program, department, college, and/or university.  
- Demonstrated level of achievement in relevant professional responsibilities  
- Evidence of evaluating and collaborating on publications, awards, or proposals.  
- Service as a reviewer for grants, competitions, awards, and publications, within the program, institution, and profession.  
- Evidence of an active and ongoing trajectory of scholarship and/or creative activity

School of Art: Criteria for Promotion to Full Professor of Practice Career-Track  
- Recognition such as awards that demonstrate outstanding teaching effectiveness and innovations in course design.  
- Innovations in instruction that significantly contribute to student recruitment, retention and graduation.  
- Publications, grants, reports, presentations, and other contributions to the scholarship of teaching.  
- Leadership of curricular reforms, outreach programs, and/or interdisciplinary initiatives.  
- Leadership roles in professional societies, editorial boards, teacher networks, and other community and professional collaborations.  
- Leadership with evaluating and collaborating on publications, awards, or proposals.  

School of Dance: Criteria for Promotion to Assistant, Associate, and Full Professor of Practice Career-Track  
First and foremost, the qualifications for rank as set forth by the College of Fine Arts (CFA) are observed by the School of Dance. The School of Dance is an academic unit within CFA. Secondly, the criteria essential in establishing rank for professors of practice positions runs parallel to what has been established for tenure-eligible faculty. The scale or degree to which
skills, accomplishments, professional experience and prior education are notable may vary, but
the kind of preparation and nature of one’s current work in the field may be very similar from a
career track position to a professor of practice to a tenure-eligible hire.

ASSISTANT PROFESSOR: Promotion to, or appointment as, an assistant professor is considered
on the basis of promise as a teacher, scholar, performer, choreographer. The position offers the
opportunity to develop potential in teaching, performance, and creative activity/research. The
definition of research in dance includes such creative activities as choreography, public
performance (e.g., faculty recitals, performance by ensemble groups) as well as other activities
such as staging established works of choreography (repetiteur), notation, somatics, and dance
education.

ASSOCIATE PROFESSOR: Promotion to associate professor indicates that the assistant professor
has shown excellence in teaching by demonstrating a thorough knowledge of his or her field.
The candidate must also offer evidence of local, state and national recognition through
research, publications, performances, or the creation of original work (choreography). A
recommendation for promotion means that the candidate’s peers believe in his or her potential
for further growth and expect that he or she will eventually be promoted to professor. The
candidate might be assigned increased committee and administrative responsibilities, but such
practice would not be the norm.

PROFESSOR: Promotion to professor indicates that the associate professor has achieved some
level of national recognition in performance, scholarship, or choreography, and has given clear
demonstration of superior teaching and maturity as a colleague. Work on committees and in
other forms of University and public service might be considered, and in certain cases could
become important responsibilities.

Fred Fox School of Music: Criteria for Promotion to Assistant, Associate, and Full Professor of
Practice Career-Track

Assistant Professor of Practice: Promotion to, or appointment as, an assistant professor of
practice is considered on the basis of promise as a teacher, and scholar and/or musician.
Individuals recommended for appointment at or promotion to the rank of assistant professor
on the practice track should have an appropriate terminal professional degree, or sufficient
professional experience and expertise in the field of intended appointment. It is intended for
individuals who continue to carry on distinguished practices in their field, and whose skills and
knowledge are essential to the educational process. These can include such creative activities
as composition, public performance (e.g., faculty recitals, performance by ensemble groups) as
well as such traditional disciplines as musicology, theory, and music education. At the time of
review, the department must demonstrate the appointee’s continued record of exemplary
professional practice and leadership in the field.
Associate Professor of Practice: Promotion to, or appointment as, an associate professor of
practice indicates that the assistant professor of practice has shown excellence in teaching and
demonstrated thorough knowledge of his or her field. The candidate must also offer evidence of excellence in academic or professional instruction and mentoring of students, and have attained local, state, and national recognition in his or her respective field. It is intended for individuals who continue to carry on distinguished practices in their field, and whose skills and knowledge are essential to the educational process. These can include such creative activities as composition, public performance (e.g., faculty recitals, performance by ensemble groups) as well as such traditional disciplines as musicology, theory, and music education. A recommendation for promotion means that the candidate’s peers believe in his or her potential for further growth and expect that he or she will eventually be promoted to professor of practice. It is strongly recommended that the candidate for associate professor of practice spend six (6) years at the rank of assistant professor of practice prior to applying for promotion to associate professor of practice.

Professor of Practice: Promotion to, or appointment as, a professor of practice indicates that the associate professor of practice has achieved national recognition in his or her respective field, and has given clear demonstration of superior teaching and maturity as a colleague. At the time of review, the department must demonstrate the appointee’s continued record of exemplary professional practice/leadership and teaching. It is strongly recommended that the candidate for full professor of practice spend six (6) years at the rank of associate professor of practice prior to applying for promotion to full professor of practice.

School of Theatre, Film & Television: Criteria for Promotion to Assistant, Associate, and Full Professor of Practice Career-Track

Associate Professor:
Teaching: Contributes to School’s teaching load. Receives positive student evaluations. Contributes to development of school’s academic program as evidenced by contributions to course syllabi. Receives favorable peer teaching evaluations from senior colleagues. Participates in student advising, including service on graduate student thesis or dissertation committees if appropriate.

Publication/Creative Endeavors: Continues to engages in quality original publications/creative endeavors as evidenced by publication/performance record.

Professional Responsibility: Contributes significantly to the operation or success of the program through efficient and effective performance of Assigned Professional Responsibilities.

Service: Contributes to School committees. Contributes to profession through service to professional organizations. Contributes to local, state, and/or national community by sharing expertise.

Full Professor:
Teaching: Exercises leadership in School’s teaching load. Receives recognition as a teacher through awards or other documentation. Exercises leadership in School’s academic program
development as evidenced by experience in originating or revising courses as documented in course syllabi. Receives positive student and peer teaching evaluations. Outstanding record of student advising, mentoring of undergraduate students.

Publication/Creative Endeavors: Demonstrates record as a productive scholar/artist through continuing publication/performance activity over a period of years. Engages students in collaborative research and scholarly/creative activities.

Professional Responsibility: Contributes significantly to the operation or success of the program through efficient and effective performance of Assigned Professional Responsibilities. Demonstrates initiative and professional expertise through innovations and advancements that further the mission of the program.

Service: Exercises leadership in School through service as committee chair and/or outstanding and continued service to School committees. Contributes to College and University committees. Contributes to profession through outstanding and continued service, providing evidence of national and international impact.

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**REVIEW PROCESS**

Information on the promotion review process is included in [UHAP chapter 3.2.03](#). Career-track professors should submit a dossier using the dossier templates and documentation from the Vice Provost for Faculty Affairs. Some sections of the dossier may be marked as *NA for Not Applicable* if they are not relevant to the candidate’s assigned duties. For career-track professors whose duties are largely confined to teaching, these sections of the promotion dossier should be submitted:

- **Dossier Section 1**: Summary Data Sheet
- **Dossier Section 2**: Summary of Candidate's Workload Assignment ([DOCX](#))
- **Dossier Section 3**: Departmental & College Promotion Criteria
- **Dossier Section 4**: Curriculum Vitae & List of Collaborators
- **Dossier Section 5**: Candidate Statement
- **Dossier Section 6**: Teaching Portfolio ([Teaching Portfolio Resources](#))
- **Dossier Section 7**: Evaluation of Teaching & Advising ([Tips on Evaluating Portfolios](#))
- **Dossier Section 11**: Recommendations for Promotion

If candidates wish to document their leadership of curricular and outreach initiatives, and/or significant contributions to interdisciplinary programs, they may add the following sections to their dossier:

- **Dossier Section 8**: Optional Service and Outreach Portfolio
- **Dossier Section 9**: Membership in GIDPs or Other Interdisciplinary Programs
ANNUAL PERFORMANCE REVIEWS

Career-Track faculty must complete an annual review packet that reflects his or her duties for teaching, scholarship, and/or service. The unit’s Promotion & Tenure Committee and Director will provide annual reviews for all Career-Track faculty. The Director will meet with Career-Track faculty to discuss progress, expectations for the coming term and provide a letter of evaluation. As specified in the position descriptions, the faculty will be assessed using the criteria appropriate to the individual and specified for teaching, scholarly activity, and service, including outreach and administration.

ADDITIONAL CONSIDERATIONS

Workload Assignment

The CFA’s teaching allocation for Career-Track and all other NTT faculty may be up to 100%. In all cases, teaching should represent a majority of the workload. A teaching assignment of 12 units per semester for classroom teaching represents a 1.0 or full-time FTE. Studio teaching (Music) will adjust accordingly. Non-teaching duties, such as service to the unit or research should be included in the workload allocation.

Determining years of service for purposes of eligibility

Candidates for promotion may request credit for years of previous service at other institutions, or in UA positions that included related duties. Such credit will be negotiated on an individual basis. Promotion will generally be considered only after a minimum of three years of UA service in rank (at ≥ .5 FTE) because the expertise needed for higher ranks requires understanding the UA’s institutional resources, expectations, and mission. The College of Fine Arts accepts and considers professional experience as the equivalent of a terminal degree. Questions about years of service should be directed to the Vice Provost for Faculty Affairs.

Considering student evaluations in assessments of faculty

When assessing teaching for promotion, reviewers should recognize that research has demonstrated that faculty members’ gender, ethnicity, sexual orientation, national origin, and disability status can impact their students’ evaluations. That impact can be intensified by controversial course content and individuals’ teaching style. The University recognizes the
impact of these factors by considering student evaluations as part of a multimodal review that includes peer observations and reviews of teaching portfolios. Peer reviewers are encouraged to reflect upon the impact of such factors when making their assessments. Reviewers should use the Office of Instruction and Assessment’s Peer Review Protocol.

Candidate committee evaluation

Independent external reviews are not required for Career-Track faculty promotions. Candidates will be evaluated through Promotion & Tenure Committees and unit heads up through the Dean’s level. The Provost’s Office provides the final review and there is no university-level committee review.

Timeline for career-track promotion reviews

Candidates should consult with their unit heads for career-track reviews. The Provost’s Office will accept dossiers all year, but decisions on dossiers submitted in spring semesters will not be made until after May 1, when the scheduled review cycle is concluded for tenure-track and continuing-status dossiers.