

## **SECTION 11: RECOMMENDATIONS FOR PROMOTION AND/OR TENURE**

Promotion reviews are based on assessments of candidates' assigned teaching, service, research, and other duties according to benchmarks set out in department, college and University criteria. In making such assessments, reviewers should follow the policies in the University Handbook for Appointed Personnel for [promotion and tenure](#), along with the University's Statement on Professional Conduct in [UHAP 7.01](#). That Statement sets out the expectation that all faculty are expected to uphold scholarly standards, maintain intellectual honesty, and "respect the dignity of others," including their "right to express differing opinions." If a candidate has been found to have committed research or other forms of professional misconduct, that finding may be considered in promotion reviews. Findings of professional misconduct should be assessed against how they affect candidates' abilities to achieve the purposes of their assigned teaching, research and service duties. More information on these provisions is provided in the Guide to the Promotion Process. Questions on these procedures should be directed to Asya Roberts in the Provost's Office at 626-0202 or [asya@email.arizona.edu](mailto:asya@email.arizona.edu).

### **Department Committee's Report**

- ☐ Dated letter on letterhead with signatures of committee addressed to head or director including
  - Summary and discussion of external reviews;
  - Evaluation of teaching and advising, service, and research, scholarship, or creative activities;
  - Vote count on promotion and/or tenure, including recusals, abstentions and absences; and
  - Minority viewpoint (if there was a split vote), with
  - Explanation of any committee members' collaboration with candidate.

### **Department Head's Recommendation**

- ☐ Dated letter on letterhead with signature of head or director addressed to dean including
  - Summary and discussion of committee and external reviews;
  - Independent assessment of candidate's teaching and advising, service, and research, scholarship, or creative activities;
  - Explanation of any full departmental faculty vote; and
  - Recommendation on promotion and/or tenure, with
  - Indication of any collaboration with candidate.

### **College Committee's Report**

- ☐ Dated letter on letterhead with signatures of committee members addressed to dean including
  - Summary and discussion of prior reviews;
  - Evaluation of teaching and advising, service, and research, scholarship, or creative activities;
  - Vote count on promotion and/or tenure, including recusals, abstentions and absences; and
  - Minority viewpoint (if there was a split vote), with
  - Indication of any committee members' collaboration with candidate.

### **Dean's Recommendation**

- ☐ Dated letter on letterhead with signature of dean addressed to Provost including
  - Summary and discussion of committee and prior reviews;
  - Independent assessment of candidate's teaching and advising, service, and research, scholarship, or creative activities;
  - Recommendation on promotion and/or tenure, with
  - Explanation of any collaboration with candidate.