


DATE: Friday, June 21, 2019

TO: Deans, Directors, and Heads

FROM: Andrea Romero 
Vice Provost for Faculty Affairs

SUBJECT: Promotion Reviews for Tenure, Career-Track and Continuing Status Candidates

I am writing to launch the annual promotion process for tenure, continuing status, and career-track reviews. While I have participated in many phases of the promotion process at the University of Arizona, this was my first time reviewing dossiers at the university level. I am truly impressed with the degree of rigor, ethics, and commitment to quality that I witnessed through this process. Thank you for investing the time to review the work of our colleagues. Our faculty have earned incredible achievements and all they do truly makes University of Arizona an outstanding location for scholarly activity, teaching, and service.

As you begin to prepare for another round of submissions and reviews, I would like to remind you that guidance on preparing and reviewing promotion dossiers is provided by the University's *Guide to the Promotion Process*: <https://facultyaffairs.arizona.edu/content/guide-promotion-process>.

Department heads should provide candidates with a copy of this letter along with relevant promotion criteria and related resources, including advice on preparing dossiers: <https://facultyaffairs.arizona.edu/content/promotion-dossiers>. We strongly encourage candidates, review committees, department heads, and deans to review the most current versions of the promotion policies provided in *University Handbook for Appointed Personnel* 3.3: <http://policy.arizona.edu/human-resources/promotion-and-tenure> or 4A.3: <http://policy.arizona.edu/human-resources/promotion-and-continuing-status>.

Our integrated vision of research, teaching and outreach is vital to assessing the leadership and impact of candidates who are helping us develop an inclusive institution that serves our diverse students and constituencies. As we engage in the work of being a Hispanic-serving institution, we need to challenge ourselves to make sure that our promotion reviews fully recognize related service, teaching, outreach, and research innovations. Additionally, reviewers and candidates are encouraged to consider the "inclusive view of scholarship" in the University's promotion criteria: <https://facultyaffairs.arizona.edu/content/universitys-inclusive-view-scholarship>. As such, our vision of scholarly activity considers the scholarship of engagement and scholarship of teaching, which helps us recognize faculty contributions to student success, expansion of on-line and global offerings, and wide-ranging outreach and bridge programs. If service or outreach is a significant part of the candidate's workload, they should consider using the Service and Outreach Portfolio and letters from collaborators to document their impact. For more information see: <https://facultyaffairs.arizona.edu/content/service-portfolios>.

For those faculty with a teaching workload commitment, it is highly encouraged they prepare a Teaching Portfolio, for more information see: <https://facultyaffairs.arizona.edu/content/teaching-portfolios-and-reviews>. Peer reviews continue to remain a key element of the review of teaching. The unit level committee is required to write a separate memo of review and summary of the candidate's teaching and portfolio materials. In order to recognize outstanding teaching innovations, we will continue the **Provost Awards for Innovations in Teaching**. Please note that for candidates to be considered for this award, the

unit level committee must write an additional letter to highlight innovations in teaching and relevant considerations for the award. More information on this award can be found at: <https://facultyaffairs.arizona.edu/content/provost-awards-innovations-teaching>.

The recommended schedule for tenure and continuing status reviews is here: <https://facultyaffairs.arizona.edu/content/promotion-schedule>.

To avoid disruptions in candidates' reviews, please review the common problems that most often result in delays when dossiers are returned to departments to rectify errors: <https://facultyaffairs.arizona.edu/content/common-problems-promotion-dossiers>.

Electronic copies of career-track dossiers are due to the Office of the Provost no later than November 15, 2019, and may be submitted by the college or unit leadership office. The decisions will be announced on the last workday in March.

Please view the recommended schedule for career-track promotion reviews here: https://facultyaffairs.arizona.edu/sites/default/files/2019.06.21_19-20%20Guide%20to%20the%20Career-Track%20Promotion%20Process_Final.pdf

Electronic copies of tenure and continuing track dossiers are due to the Office of the Provost no later than January 15, 2020, and may be, submitted by the college or unit leadership office. The University Advisory Committee on P&T and the University Advisory Committee on CS&P must begin their deliberations in mid-January to advise the Provost on the decisions that are announced on the last workday in April. The University Advisory Committee on P&T typically reviews more than 100 dossiers and timely submission of dossiers is critical to our ability to provide decisions to all candidates according to the timeline.

When we promote or grant tenure/continuing status, we make a major investment in our collective future. Every effort is made to ensure a fair and inclusive assessment of each candidate's dossier materials and to honor the time that review committees invest for careful evaluations and decisions. Thank you again to everyone involved in the promotion review process. More information can be found on our website: <https://facultyaffairs.arizona.edu>. Questions regarding university-level promotion reviews and the submission process, please contact Asya Roberts at 626-0202 or asya@arizona.edu.