

## MEMORANDUM

**DATE:** June 12, 2020

**TO:** Deans, Department Heads, Chairs and Directors

**FROM:** Andrea Romero, Vice Provost for Faculty Affairs

**SUBJECT:** 2020-2021 Launch for Promotion Reviews

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I am writing to launch the 2020-2021 Academic year promotion process for tenure, continuing status, and career-track. Our faculty have incredible achievements in their scholarly activity, teaching, and service that make the University of Arizona a premier institution and our promotion process is one way in which to honor their work. **There are several changes to the promotion process this year, please make sure to read this entire document.** Faculty have risen to the challenges of COVID-19 which required rapid transition to working remotely. We recognize that their time and energy has been diverted away from planned activities. Thus, we aim to offer flexibility in our promotion process in the coming year to help offset any additional stress or burden of the complex times we are experiencing.

1. Deadlines are extended for promotion packet submissions to the university. Electronic packets are due to the Office of the Provost, submitted by the dean or unit leadership offices. Decisions will be distributed no later than May 14, 2021. There are two different recommended schedules; one is for tenure and continuing status reviews and the other is for career-track promotion reviews. Both schedules can be found [here](#).
  - a. **Career-track submission deadline is extended to January 15<sup>th</sup>, 2021.**
  - b. **Tenure-track and Continuing-track submission deadline is extended to February 15<sup>th</sup>, 2021.**
2. A new optional dossier section [[Section 2A: IMPACT ON CAREER PROGRESSION FROM COVID-19 \(OPTIONAL\)](#)] has been added to provide faculty an opportunity to describe the impact of the global COVID-19 pandemic on their workload assignment, which may include research trajectory, creative activity, teaching, service, clinical activities, extension activities, or administrative roles. We recognize that our late announcement of this section may mean that some dossiers have already been sent to external reviewers without this section, in such cases there is no need to re-review externally. However, it should be included at all levels of internal review, if candidates choose to add it to their dossier.
3. Given the unexpected changes in teaching format this semester, the following recommendations are provided for **Spring 2020 teaching evaluations**:
  - a. **Peer observations** and **Student Course Surveys (SCS)** for the Spring 2020 semester will not be required in promotion dossiers. If available, it is the candidate's decision as to whether to include them in their dossier.
4. The new **Review, Promotion and Tenure (RPT) electronic submission process** will be required to be utilized at the unit and college levels for the coming year. Training has been provided for units, and college level representatives. All electronic dossiers and questions should be directed to Asya Roberts at 626-0202 or [asya@arizona.edu](mailto:asya@arizona.edu).
5. **COVID-19 Promotion Clock Delays** are available for tenure-eligible faculty and continuing-eligible faculty through a simple opt-in website [link](#). There is no need of clock delay for career-track faculty or promotion to Full Professor (tenure-track/continuing status) because they do not have a

mandatory year of review. In all cases, we encourage faculty, department heads, chairs and directors to be thoughtful, compassionate, and flexible in considering the best timing to submit for review in light of the impacts of COVID-19.

6. We are dedicated to improving **equity** in the promotion process. We currently have an on-line training available for all administrators and review committee members that addresses unconscious bias, equity, diversity, and inclusivity in the promotion process. Email us at [facultyaffairs@email.arizona.edu](mailto:facultyaffairs@email.arizona.edu) to receive the direct link to the on-line training.

Given growing evidence that COVID-19 has had a disproportionate impact on women, underrepresented ethnic/racial/sexual groups, family caregivers, and those with health risks, we recognize that more than ever it is critical to acknowledge and consider issues of equity, diversity and inclusivity in the review of promotion materials. **Candidates should not be penalized for adjusted work schedules, modified duties, or changes to activities due to the extraordinary obstacles to everyday life that have resulted from the pandemic.** As such, we call on all administrative leaders and review committees to not only recognize and mitigate these concerns in their reviews, but also in terms of proactively seeking opportunities for resource reallocation and infrastructure investments to support the professional development and promotion process for all faculty.

We strongly encourage candidates, review committees, department heads, chairs and directors, and deans to review the most current **promotion policies** provided in the *University Handbook for Appointed Personnel* 3.3: <http://policy.arizona.edu/employmenthuman-resources/promotion-and-tenure> and 4A.3: <http://policy.arizona.edu/human-resources/promotion-and-continuing-status>. This memo is being sent to all faculty; however, we encourage department heads, chairs and directors to also send a copy of this letter to those faculty who are planning on submitting their packet for promotion this year or the next five years as a way to begin or continue conversations about the unit level promotion process and expectations.

Advice 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>. We encourage all reviewers and candidates to review the updated guidance on the submission and review process, with a particular focus on COVID-19 context, inclusive scholarship/teaching/service information, tips on the teaching portfolio, and the service and outreach portfolio. The section on [most common problems in dossiers](#) is brief, highly informative, and can improve the fairness of the process for the candidate. Please review carefully the **conflict of interest recommendations** for reviewers at all levels; it is important to closely adhere to the guidance in order to help maintain a high level of rigor in our reviews and to avoid any disruption of the promotion review process.

Provost Awards for Innovations in Teaching will be available for 2020-2021 review for career-track, continuing status and tenure-track faculty. **Please note that an additional letter from the unit level peer review committee is required for the candidate to be considered.** More information on this award can be found at: <https://facultyaffairs.arizona.edu/content/provost-award-innovations-teaching>

Every effort is made to ensure a fair and truly inclusive assessment of each candidate's dossier materials. Our integrated vision of research, teaching and service is vital to assessing the innovation and impact of candidates who are helping us develop an inclusive institution that serves our diverse students and constituencies. **I am grateful to each and every one of you for your efforts to support our faculty in the promotions process, which is a vital component of sustaining our intellectual vitality and culture of excellence.**