


**MEMORANDUM**

**DATE:** June 7, 2021

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

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

**SUBJECT:** 2021-2022 Launch for Promotion Reviews

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I am writing to launch the 2021-2022 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 important way in which to honor their work.

I am truly impressed and humbled to see how faculty that have risen to the emerging and on-going challenges of the pandemic. In my review of the dossiers for this last cycle (202 in total), I saw many shining examples of faculty excellence. Our Faculty Affairs team is very proud of our UArizona Faculty and we eagerly await the review of 2021-2022 candidates!

1. Due dates to the Office of the Provost of electronic cases that have completed review through the Dean level are submitted through through Review, Promotion and Tenure system as follows:
  - a. **Career-track submission deadline is Monday, December 6, 2021.**
  - b. **Tenure-track and Continuing-track submission deadline is Friday, January 21, 2022.**

**Decisions will be distributed no later than April 29, 2022.**

There are two different recommended timelines for the full process of reviews. One schedule is for tenure and continuing status reviews and the other is for career-track promotion reviews. Both can be viewed in the Guides, here: <https://facultyaffairs.arizona.edu/guide-promotion-process>.

2. The [Section 2A Pandemic Impact Statement](#) is **required** for all reviews for all candidates. This section asks faculty to describe the impact of the global pandemic on their planned activities and outcomes across all aspects of their workload. In addition, language has been added to the external reviewer request letters to explain that we expect them to consider these statements and the pandemic context as part of their review. The decision to include these pandemic statements has been undertaken in alignment with our peer institutions, so that it will be normative for external reviewers to consider. You may expect to see these statements in many or most cases for the coming years.
3. Given the unexpected changes in teaching format, Student Course Surveys from 2020 (only) will not be used for review.
4. **The use of the Review, Promotion and Tenure (RPT) on-line system to facilitate reviews at the department, unit, college and university is required.** However, units will determine if the candidate directly submits their material to RPT or if submitted by a unit representative.

Training has been provided to candidates, departments, units, and college level representatives and committee members. The candidate materials should be in a searchable PDF format. Please view the recorded RPT workshops and slide presentations, <https://facultyaffairs.arizona.edu/promotion-workshops>.

5. **COVID-19 Promotion Clock Delays** are available for all tenure-eligible faculty and continuing-eligible faculty through a simple opt-in website [link](#). There is no need for clock delay for career-track faculty or for 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 dossiers for review in light of the impacts of COVID-19. The deadline to opt-in to use the clock delay for a retention year or mandatory review year is June 30, 2021.
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. Please see these on our Promotion Workshop webpage: <https://facultyaffairs.arizona.edu/promotion-workshops>.

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. ***Individuals should not be penalized for adjusted work schedules, modified duties, or changes to research and creative momentum 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 recognize and explicitly address these concerns in their written reviews.

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 dossiers for promotion this year or in the next few years as a way to begin or continue conversations about the promotion process and expectations.

Advice on preparing and reviewing promotion dossiers is provided in the University's *Guide to the Promotion Process*: <https://facultyaffairs.arizona.edu/content/guide-promotion-process>. We encourage all reviewers and candidates to consult this document for regularly updated guidance on the submission and review process, on inclusive scholarship / teaching / service information, tips on preparing teaching, portfolio, and the service and outreach portfolio statements. In addition, the section on [most common problems in dossiers](#) is brief, highly informative, and can improve the process for the candidate. Furthermore, all candidate workshops have been recorded and are available [here](#).

Most importantly, candidates and department heads need to review carefully the [conflict of interest recommendations](#) for reviewers at all levels and closely adhere to the guidance in support 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 2021-2022 review for tenure-track, continuing status track and career-track faculty. The focus of these awards is to recognize outstanding innovation in teaching. ***Please note that an additional letter from the unit level peer review committee is required in order to explain how the nominee meets the criteria for this award.*** More information on this award can be found at: <https://facultyaffairs.arizona.edu/content/provost-award-innovations-teaching>

*I am grateful to each and every one of you, for your efforts to support our faculty in the promotion process, which is a vital component of sustaining our intellectual vitality and culture of excellence.*