SECTION 11: INTERNAL EVALUATIONS FOR CAREER-TRACK PROMOTION

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, internal reviewers should follow the policies in the University Handbook for Appointed Personnel for career-track promotion, along with the University's Statement on Professional Conduct in UHAP 7.01.01. That Statement sets out the expectation that all faculty are accountable and must be inclusive and respectful, demonstrate integrity, follow established standards, protect University assets, and provide a safe environment for those who work, learn, and visit with us. 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.

Please see Section 10 for a full description of independent assessment that is relevant not only for external reviewers, but also for internal reviewers. *Committee members or administrators who have coauthored substantial publications or grants with a candidate must recuse themselves to avoid raising concerns about their impartiality. Rather than serving on review committees or as an administrative reviewer, collaborators should provide a separate letter that describes the independent contributions of the candidate. Collaborator letters are placed immediately after the independent external review letters in section 10.* **Any questions regarding whether committee members, heads or deans are independent or collaborators should be discussed with the Vice Provost for Faculty Affairs before the committee meets.** Questions on these procedures should be directed to facultyaffairs@email.arizona.edu.

Department Committee's Report

Dated letter addressed to head or director on letterhead with signatures of committee including the following content:

- ***Vote count on promotion, including recusals, abstentions and absences;***
- Evaluation of research, scholarship, or creative activities;
- Evaluation of teaching and advising with a thorough discussion of the candidate's teaching portfolio considering the following criteria:
    - Evaluation and summary of content in the section on teaching and advising (this material from the candidate will move forward to the college level);
    - Evaluation and summary of content in the supporting documentation (***this material from the candidate does NOT move to the college level; therefore, this summary is the source for next level evaluations***);
- Evaluation of service and/or outreach activities;
- Summary and discussion of external reviewer recommendations and comments;
- Minority viewpoint (if there was a split vote on the decision); and
- Explanation of any committee members' collaboration with candidate that has already been deemed to not be a conflict of interest.

Department Head or Director's Evaluation

Dated letter addressed to dean on letterhead with signature of head or director including the following content:

- ***Recommendation on promotion;***
- Independent assessment of candidate's teaching and advising, service, and research, scholarship, or creative activities;
- Summary and discussion of external and internal reviews;
- ***Explanation of any full departmental faculty vote; and***

Department Head or Director's Evaluation (continued)

SECTION 11: INTERNAL EVALUATIONS FOR CAREER-TRACK PROMOTION

- Explanation of any collaboration with candidate that has already been deemed to not be a conflict of interest.

College Committee's Report

Dated letter addressed to dean on letterhead with signatures of all committee members including the following content:

- ***Vote count on promotion, including recusals, abstentions and absences;***
- Evaluation of teaching and advising, service, and research, scholarship, or creative activities;
  (Supporting documentation from the candidate's teaching and/or service portfolios can be requested if necessary.)
- Summary and discussion of prior external and internal reviews;
- Minority viewpoint (if there was a split vote); and
- Explanation of any committee members' collaboration with candidate that has already been deemed to not be a conflict of interest.

Dean's Evaluation

Dated letter addressed to the Provost on letterhead with signature of dean including the following content:

- ***Recommendation on promotion;***
- Independent assessment of candidate's teaching and advising, service, and research, scholarship, or creative activities;
  (Supporting documentation from the candidate's teaching and/or service portfolios can be requested if necessary.)
- Summary and discussion of external and internal reviews; and
- Explanation of any collaboration with candidate that has already been deemed to not be a conflict of interest.