



THE UNIVERSITY
OF ARIZONA

Case Review Training for Department Coordinators and Faculty Affairs Leads

Kim Rogan, Program Manager

THE UNIVERSITY OF ARIZONA

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.

Training Agenda

AGENDA

- Securing the Case
- Template Verification
- Section-by-Section Review
- How to Download a Case
- Review for Conflicts of Interest
- Review Checklist
- Case Concerns

RPT – Case Materials Page

Lock the candidate sections (Sections 1-8)

2024-2025 Promotion Dossier T

Candidate Profile: Wilbur Wildcat

rpt.interfolio.com/15959/cases/554950

UA Faculty AffairsUHAP-University Ha...UAccessFaculty Portfolio/RPTListservs lists service...Box | LoginSharePoint - Review...ZoomMonday.comAll Bookmarks

Faculty Portfolio

Kimberly Rogan

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Wilbur Wildcat

Send Case

Case Options

Unit

Agric Education Tech & Innov-Ins (0108)

Template

2024-2025 Agric Education Tech & Innovation Promotion and Tenure Review

Status

Under Review by Department or Unit Committee

change

Case Materials

Case Details

Search case materials by title

Read Case

Expand All

Collapse All

Download

Share

Settings

Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Section 1: Summary Data Sheet

Unlocked

Lock

The department or unit will complete the form and upload it to this section.

Section 1: Summary Data Sheet (please download the form from the Faculty Affairs website and upload the complete form to this section)

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RPT – Was the Correct Template Used?

Templates are Track, College, and Often Department-Specific

✕

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Kimberly Rogan ▼

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Send Case ▼

Case Options ▼

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Q

✓

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Case Review
Section-by-Section

THE UNIVERSITY OF ARIZONA

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Promotion Criteria by College

Continuing Status and Promotion

Promotion and Tenure

Promotion and Career-Track Faculty

Promotion Workshops

Vice Provost for Faculty Affairs

/promotion-dossier-templates

Promotion Dossier Templates and Guides

Templates and Guides
are often Track-Specific

2024-2025 Promotion Dossier Templates:

1. [2024-2025 Guide to the Promotion Process for Continuing Status and Tenure-Track Faculty](#)
 - Tenure-track and Continuing-track submission deadline is **Friday, January 17, 2025**.
2. [2024-2025 Guide to Career-Track Promotion](#)
 - Career-track submission deadline is **Friday, December 13, 2024**.

Section#	Title	Career Track Promotion	Continuing Status & Promotion	Promotion & Tenure
Section 1	Summary Data Sheet	View pdf	View pdf	View pdf
Section 2	Summary of Candidate's Workload Assignment	View pdf (Word document)	View pdf (Word document)	
2A	Pandemic Impact Statement - same template for all tracks	View pdf		
Section 3	Departmental & College Criteria - same template for all tracks	View pdf		
Section 4	Curriculum Vitae - same template for all tracks	View pdf		
4A	List of Collaborators (View List) - same template for all tracks	View pdf		
4B	Representative Work	View pdf	View pdf	
Section 5	Candidate Statement	View pdf	View pdf	View pdf
Section 6	Teaching Portfolio and Resources - same template for all tracks	View pdf		
	Information on Teaching and Mentoring (View list) (View mentoring)	View pdf		

Section 1: Summary Data Sheet

Is every section completed?

Check that the correct boxes have been selected.

Check for entries like “Not applicable,” or “See CV”

Verify information in UAccess

CAREER TRACK PROMOTION 2024-2025

SECTION 1: SUMMARY DATA SHEET

DATE:

NAME:

PREFERRED PRONOUNS:

CURRENT TITLE:

HOME DEPARTMENT:

COLLEGE:

CAMPUS ADDRESS:

UA BUILDING: ROOM # PO BOX#

TERMINAL DEGREE: MONTH/YEAR OF TERMINAL DEGREE:

YEARS IN CURRENT RANK:

TITLE FOR WHICH YOU ARE APPLYING:

TITLE SERIES:

☐ LECTURER ☐ CLINICAL PROFESSOR ☐ RESEARCH PROFESSOR ☐ PROFESSOR OF PRACTICE

REVIEW TYPE AND TITLE:

<input type="checkbox"/> PROMOTION TO SENIOR LECTURER	<input type="checkbox"/> PROMOTION TO ASSOCIATE CLINICAL PROFESSOR	<input type="checkbox"/> PROMOTION TO ASSOCIATE RESEARCH PROFESSOR	<input type="checkbox"/> PROMOTION TO ASSOCIATE PROFESSOR OF PRACTICE
<input type="checkbox"/> PROMOTION TO PRINCIPAL LECTURER	<input type="checkbox"/> PROMOTION TO FULL CLINICAL PROFESSOR	<input type="checkbox"/> PROMOTION TO CT FULL RESEARCH PROFESSOR	<input type="checkbox"/> PROMOTION TO CT FULL PROFESSOR OF PRACTICE

☐ CT TRACK TRANSFER TO:

<input type="checkbox"/> CT LECTURER	<input type="checkbox"/> ASSISTANT CLINICAL PROFESSOR	<input type="checkbox"/> ASSISTANT RESEARCH PROFESSOR	<input type="checkbox"/> ASSISTANT PROFESSOR OF PRACTICE
--------------------------------------	---	---	--

EMPLOYMENT ELSEWHERE AFTER TERMINAL DEGREE

INSTITUTION	DATES	RANK/TITLE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

EMPLOYMENT AT THE UA

INSTITUTION	DATES	RANK/TITLE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reviewed and revised 2/17/2024

Prepared by Department/Unit Head

Section 2: Summary of Candidate's Workload Assignment

- Correct form
- All Years in Rank Included
(do not include years prior to current rank)
- Breakdown (or leave) for EACH year in rank
- All columns = 100%
- Non-Evaluative Language
- Candidate's Signature
- Department Head's Signature

SECTION 2: SUMMARY OF CANDIDATE'S WORKLOAD ASSIGNMENT – CAREER-TRACK FACULTY

FOR: Wilma Wildcat

DEPARTMENT/SCHOOL OF: School of XYZ

Period is current rank *only*. Duties for the period 2017-2018 through 2024-2025 have been distributed as follows:

Academic Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
FTE Each Year				1.0	0.75	0.75	1.0	0.75
Teaching%				50	50		30	50
Research, Scholarship and Creative Activity%				10	10		20	40
Service% Internal and External				10	10		40	10
Administrative Service%				30	30		10	
Clinical Service%								
Extension%								
Other Professional Activities%								
Leave(s)*						LWOP		
Total	100%	100%	100%	100%	100%	100%	100%	100%

**Do not include percentages for years in which candidates were on leaves without pay and did not have assigned duties. List leaves without pay as "LWOP." This table can be modified if there is a need to include more years within rank.*

Section 2A: Pandemic Statement

SECTION 2A: PANDEMIC IMPACT STATEMENT

The University of Arizona recognizes that the COVID19 pandemic has taken a serious toll on productivity and faculty career cadence. Nevertheless, faculty have risen to the occasion to continue their work while managing the concomitant challenges of the pandemic while working at home, caring for others, and swiftly moving most or all of their activities online. Research has shown that the COVID19 pandemic disproportionately affected the lives and work environments of women and Black, Indigenous and People of Color (BIPOC), with a related deepening of racial gaps in health. (See references on the [Faculty Affairs COVID-19 website](#). In addition, [our own data](#) demonstrates the reduced availability of working hours for caregivers during the pandemic. Many of these impacts were intensely personal in nature (e.g., illness, death of loved ones, personal health concerns, caregiving, family obligations, less sleep, schedule disruptions, etc.) that research has shown to be linked with higher stress, emotional exhaustion, more burnout, decreased effectiveness at work and less professional engagement. We want to recognize that many faculty have been impacted by the pandemic in intensely personal ways that do not need to be shared in this public document.

To provide a fair review of the quality and impact of work, we will ask reviewers to consider the vastly different work circumstances that faculty have been operating under, and adapting to, during the pandemic period. It is important that reviewers are provided with sufficient information to carefully consider fluctuations in the candidate's workload, productivity, impacts and achievements.

Candidates are to use this subsection of the dossier to describe the influence of the 2020-2021 COVID-19 pandemic on any aspect of their position (e.g., impacts on research/creative activities, teaching, service, outreach, clinical service, employment conditions, etc.). Please provide a description (up to two-page, single spaced, minimum 11-pt font) for this subsection. Circumstances may include, but are not limited to the following:

- Changes to teaching modes.
- Additional training for online teaching.
- Mentoring students through converging public health, economic, and social crises.
- Access to research labs, facilities, or sites.
- Impacts on anticipated timelines for planned activities.

Section 3: Departmental & College Criteria

Please include one-page matrix for the relevant parts of the department and college promotion criteria.
(Using [Appendix B](#))

If the department does not have its own criteria, please use college’s criteria/matrix.

APPENDIX B: [DEPARTMENT] CRITERIA FOR CAREER TRACK PROMOTION TO [RANK/TITLE]

SUMMARIZE CRITERIA FOR EACH CAREER TRACK PROMOTION TITLE			
	Lecturer	Senior Lecturer	Principal Lecturer
Teaching			
Service/Outreach			
	Assistant [Title]	Associate [Title]	Full [Title]
Teaching			
Research or Scholarly/Creative Activity			
Service/Outreach			

Section 4: Curriculum Vitae

Check for **dates**, and the items below are “in rank at the University of Arizona, up to 10 years.”

- Service and Outreach
- Conferences and Scholarly Presentations
- **Awarded Grants**
- Submitted Grants and Contracts

Check **Awarded** Grants for the required information.

“List grant title, percent credit and percent FTE on grant; role [PI, Co-PI]; all co-PIs; source of funding or agency; years of funding; full funding amount with a breakdown of indirect and direct costs (indicate clearly how much funding comes to the University of Arizona and how much to your department.)”

Check **Submitted** grants for the required information

SECTION 4: CURRICULUM VITAE – ALL TRACKS

Chronology of Education*

- ☐ All colleges and universities attended
- ☐ Institutions, degrees and dates awarded
- ☐ Title of doctoral dissertation/master's thesis *and* name of director/advisor
- ☐ Major field(s)

Chronology of Employment* *Include active Shared and/or Courtesy Appointments at UArizona.*

Honors and Awards*

Service/Outreach *Limit to period in current rank at the University of Arizona, up to 10 years.*

- | | |
|--|--|
| <input type="checkbox"/> Local/State Outreach | <input type="checkbox"/> College Committee(s) |
| <input type="checkbox"/> National/International Outreach | <input type="checkbox"/> University Committee(s) |
| <input type="checkbox"/> Departmental Committee(s) | <input type="checkbox"/> Other Committees (Internal or External) |

Publications/Creative Activity* **(Published or Accepted in Chronological Order)**

*Place a * to the left of any publication title substantially based on work done as a graduate student.
Place a ° by the name of co-authors who are undergraduate and graduate student advisees or postdoctoral mentees.
Provide English translations of titles for foreign publications. Include all publication information, including page numbers and the sequence of co-authors' names.*

- ☐ Scholarly books and monographs (distinguish scholarly works from textbooks)
- ☐ Chapters in scholarly books and monographs
- ☐ Refereed journal articles, published or accepted in final form
- ☐ Other peer-reviewed publications

Other Scholarship*

- | | | | |
|--|---|---|--------------------------------|
| <input type="checkbox"/> Abstracts | <input type="checkbox"/> Conference Proceedings | <input type="checkbox"/> Professional Pamphlets | <input type="checkbox"/> Other |
| <input type="checkbox"/> Bibliographies | <input type="checkbox"/> Patents | <input type="checkbox"/> Open Access Databases | |
| <input type="checkbox"/> Computer Programs | <input type="checkbox"/> Policy Briefs | <input type="checkbox"/> Research Projects | |

Works in Progress*

- Media**
- | | | | |
|--|-----------------------------------|--------------------------------|---|
| <input type="checkbox"/> Performances | <input type="checkbox"/> Exhibits | <input type="checkbox"/> Shows | <input type="checkbox"/> Recordings (audio/video) |
| <input type="checkbox"/> Expert Interviews | | | |

Section 4A: List of Collaborators

Please use the provided Excel template and check all columns for completion - including the ***Brief Description of Collaboration*** column.

Check the legibility of the document.

[illegible]

Section 4B: Representative Work

- Cover page
- 3-5 samples of work (accepted or published in current rank)
- Required section for all candidates **except** Career-Track candidates with predominately teaching workloads
- No links to drives or folders that permit the owner to track viewership (i.e., DropBox, Google Drive, SharePoint, etc.)

SECTION 4B: REPRESENTATIVE PUBLICATIONS, SCHOLARSHIP AND/OR CREATIVE ACTIVITIES FOR CAREER-TRACK CANDIDATES

THIS WILL BE SENT TO EXTERNAL REVIEWERS

Please follow the guidance from the college, department, or unit to upload **the top three to five** items that represent work which was *accepted* and/or *published* during the current rank. This can include, but is not limited to articles, abstracts, chapters, manuscripts, publications, and recordings. Please choose ***no more than five*** representations. (Teaching-related materials should be included in Section 6, **not** in this section.)

- Include **a cover page** with a list of the items chosen, as well as a brief summary (3-5 sentences) describing why you chose to highlight this work.
- Upload representative work (top three to five items) to Review, Promotion and Tenure (RPT) system.
 - There is a system limit of 100 MB for each file, if uploading separately. Please follow guidance from college, department or unit.
 - PDF is the preferred format for printed materials in RPT.
 - YouTube or Vimeo hosted videos (via URL) can be added. See further instructions on [Add Links to Webpages and YouTube Vimeo Videos to Your Packet](#).
- Please note that student work is FERPA-protected and **cannot** be shared unless it was part of a public performance.

*Note: Section 4B is **optional** for Career-track candidates who do **not** have a research component in their workload.*

Section 5: Candidate Statement

- 3-5 pages
- **Correct** (provided) attestation statement for the candidate's track
- Signed

SECTION 5: CANDIDATE STATEMENT – CAREER-TRACK

Candidate Statement of Accomplishments and Objectives

*Statement is 3-5 pages. Attestation may be on the sixth page if needed, minimum **11-point font**.*

For advice on the Candidate Statement, see the [Guide to the Career-Track Promotion Process](#). Also, view our [Promotion Workshop Schedule](#) for the recorded workshop video for creating a Candidate Statement.

Candidates may also wish to consult the [Inclusive View of Scholarship](#) in the University's promotion criteria.

Signed Statement by Candidate on the **CAREER Track**

The candidate's signature should appear on the last page of Section 5 with the following statement:

Sections 4 and 5 are true and accurate statements of my activities and accomplishments. I understand that misrepresentation in securing promotion on the career track may lead to dismissal or suspension under ABOR Policy 6-201 J.

Section 6A: Information on Teaching and Mentoring

- Teaching Philosophy Statement - three pages
- Period in **current rank** at the University of Arizona (except for teaching awards and teaching grants)
- List of Courses Taught - correct Excel format
- SCS Summary Reports Formatted for P&T and TCE Reports
- NO student open-ended comments in Section 6A
- NO links to drives or folders that permit the owner to track viewership

Candidate's Name: Wilma Wildcat

Course Name	Course Number	Format	Semester(s) Taught	Co-Taught?	Co-Teaching Percent Effort	Last Academic Year Taught	Total Number of Semesters Taught	Student Enrollment # Last Semester Taught
<i>(For example) Introduction to Biology</i>	<i>MCB 181R</i>	<i>InPerson</i>	<i>Fall and Spring</i>	<i>Yes</i>	<i>50%</i>	<i>2023-24</i>	<i>4</i>	<i>103</i>
Introductory Physics 1	PHYS 102	InPerson	Fall and Spring	No	100%	2024-25	6	150
Introductory Physics 2	PHYS 103	Hybrid	Summer	Yes	75%	2023-24	3	95

Section 6B: Supporting Documentation (*Optional*)

- Cover page
- NO Student names or IDs
- NO links to drives or folders that permit the owner to track viewership

SECTION 6B: SUPPORTING DOCUMENTATION - *OPTIONAL*

(**DO NOT FORWARD** with the dossier for college and university reviews; this content is summarized in the departmental letter written by the department committee and department head)

Cover page listing all attached documents, containing a brief rationale for the inclusion of each.

- Syllabi and major assignments
- Rubrics for assessment or other activities
- Selected examples of course content (lecture material, activities, websites, etc.),
- Curricular reviews, and other contributions to scholarship on teaching
- Unsolicited and collected (or kept) student letters regarding courses
- Open-ended Comment Reports from UAccess Analytics
 - A brief video tutorial of how to download the **Teacher-Course Evaluations** (TCE) and **Student Course Survey** (SCS) comments can be found [here](#).
- Selected samples of student products or outcomes from courses, research, or mentoring activities. Student's names and IDs must be redacted
 - **Please note** that student performances are FERPA-protected and cannot be shared unless part of a public performance, or unless the student has completed a release form for sharing in the dossier.

Do not include links to drives or folders that permit the owner to track viewership activity (e.g., Dropbox, Google Drive, SharePoint, etc.)

Section 6B: Supporting Documentation (Optional) Continued

- Change access settings to “Administrators Only” before sending to the College-level.

Candidate Profile: Wilbur Wildcat

rpt.interfolio.com/15959/cases/554950

Faculty Portfolio

Kimberly Rogan

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Section 1: Summary Data Sheet

Locked

?

Unlock

The department or unit will complete the form and upload it to this section.

Section 1: Summary Data Sheet (please download the form from the Faculty Affairs website and upload the complete form to this section)

Section 1: Summary Data Sheet

1+ required

Add File

Section 7A: Overview Description and Assessment

- ***Required*** for CE/CS candidates, ***optional*** for other tracks
- Two parts to this subsection

SECTION 7A: OVERVIEW DESCRIPTION AND ASSESSMENT

(**FORWARD** with the dossier for college and university review)

Description of Job Position, Leadership, Extension, Service, Position Effectiveness or Innovation Activities

Provide a brief description of the job position, leadership activities, administrative impact, service activities, extension programming, professional activities or innovations and include goals and objectives. Describe the needs that the program or activities intended to serve, the ways its components were developed, and the methods used to communicate to potential audiences.

Assessment or Demonstration of Effectiveness and/or Impact

Describe the reports, results or assessments of the activities. This may include feedback from collaborators, funders, or clients that may be provided in detail in the supplementary documentation of Section 7B. Characterize the accomplishments and provide specific measures of the program's success and the ways they were obtained. Provide an evaluation of effectiveness and/or impact.

Section 7B: Supplementary Documentation

- Also *required* for CE/CS candidates, and *optional* for other tracks.
- Change access settings to “**Administrators Only**” before sending to the College-level.

The screenshot displays the Faculty Portfolio interface for a candidate named Wilbur Wildcat. The browser address bar shows the URL `rpt.interfolio.com/15959/cases/554950`. The page header includes the University of Arizona logo and the text "Faculty Portfolio". The user "Kimberly Rogan" is logged in. The left sidebar contains navigation links: Home, Annual Profile, Announcements & Help, Evaluations, Account Access, Administration, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area shows the candidate's name "Wilbur Wildcat" and buttons for "Send Case" and "Case Options". Below this, a table lists the Unit ("Agric Education Tech & Innov-Ins (0108)"), Template ("2024-2025 Agric Education Tech & Innovation Promotion and Tenure Review"), and Status ("Under Review by Department or Unit Committee" with a "change" link). The "Case Materials" tab is active, showing a search bar and a "Read Case" button. A blue bar contains links for "Expand All", "Collapse All", "Download", "Share", "Settings", and "Move". The "Candidate Packet" section explains that materials added will be visible to the candidate. A "Section 1: Summary Data Sheet" is listed as "Locked" with an "Unlock" button. Below this, a note states: "The department or unit will complete the form and upload it to this section." A bullet point provides instructions: "Section 1: Summary Data Sheet (please download the form from the Faculty Affairs website and upload the complete form to this section)". At the bottom, it says "Section 1: Summary Data Sheet 1+ required" with an "Add File" button. The footer includes copyright information for Interfolio, Inc. and links to Privacy Policy and Cookie Notice.

Section 8: Graduate Interdisciplinary Program Evaluation (GIDP) (Optional)

- Summary and evaluation of each GIDP
- If there is documentation in Section 8, verify that there is supporting documentation in Section 8A.

SECTION 8: MEMBERSHIPS IN GRADUATE OR OTHER INTERDISCIPLINARY PROGRAMS

Reviews of candidates who are members of Graduate Interdisciplinary Programs (GIDPS) or involved with other interdisciplinary programs should follow the *Guidelines of Acknowledgment and Evaluation of Faculty Participation in Graduate Interdisciplinary Programs and other Interdisciplinary Units* ([Appendix C](#)). Candidates may also choose to discuss their GIDPs or other interdisciplinary participation in their Candidate Statements.

Description of candidate's membership(s) and contributions to GIDPs or other Interdisciplinary Programs

☐ Please provide details of relevant activities relating to interdisciplinarity in teaching, research, and/or service.

Prepared by the Candidate

REMINDER – If the candidate completes Section 8, both documents in Section 8A are required.

Section 8A: Graduate or Other Interdisciplinary Program Evaluation *(Optional)*

- For each written evaluation from each GIDP chairperson in Section 8A, verify that there is a corresponding GIDP description of membership and contributions that the candidate included in Section 8.

SECTION 8A: GRADUATE OR OTHER INTERDISCIPLINARY PROGRAM EVALUATION

Reviews of candidates who are members of Graduate Interdisciplinary Programs (GIDPS) or involved with other interdisciplinary programs should follow the *Guidelines of Acknowledgment and Evaluation of Faculty Participation in Graduate Interdisciplinary Programs and other Interdisciplinary Units* ([Appendix C](#)). Candidates may also choose to discuss their GIDPs or other interdisciplinary participation in their Candidate Statements.

Evaluation(s) of Candidate's Contributions to GIDPs and Other Interdisciplinary Programs

- ☐ A written evaluation of candidate should be made by the chairperson of the relevant GIDP or interdisciplinary program and provided to departmental committee for inclusion in the dossier.
- ☐ Additional information (if appropriate) may also be provided by the chairperson of the relevant GIDP or other interdisciplinary program to the departmental promotion and tenure committee for inclusion in the dossier.

Prepared by the Chairperson of the relevant GIDP or Interdisciplinary Initiative

*REMINDER – If documents are added in Section 8A, the candidate is **required** to complete Section 8.*

Section 9A: Evaluative Peer Observations

- Timing of the Review
- Correct form
- All sections completed

Section 9A: Peer Observation of Teaching for Promotion and Tenure Review In Person Teaching

Peer Observation of Teaching is coordinated by the candidate's Department Head/Director. They will identify an observer of the appropriate rank and title and request an observation in the Spring or Fall semester of the submission of the packet. The Department Head will pass on relevant information and class materials to the observer. The observer will use this template to complete their review and submit it to the Department Head/Director by the date set in order to include it in the review by the Departmental Review Committee. Similar to the Student Course Survey, this form includes review criteria in four key areas: **Instruction, Assessment, Learning, and Student Instructor Interactions**. These items are based on best practices for promoting student learning. We recommend that reviewers cite specific evidence for all the criteria. If you have any questions about the peer observation of teaching, please contact Dr. Lisa Elfring with UCATT at elfring@arizona.edu.

Name of Observer:
Title and Rank of Observer:
Department:
College:

Name of Candidate Under Review:
Title and Rank of Candidate:
Department:
College:

Class Observation Details
Title of Class:
Class Catalog Number:
Brief Description of Class:
Class Enrollment:
Number of Students in Attendance on Day of Observation:
Date of Observation(s):

Catalog Modality for the Class:
☐ In Person
☐ Hybrid/Blended
☐ Other (please specify):

Catalog Characterization for the Class:
☐ Colloquium
☐ Discussion
☐ Independent Study
☐ Laboratory
☐ Lecture
☐ Seminar
☐ Studio
☐ Workshop
☐ Other (Please specify):

Materials Reviewed for this observation:
☐ Course
☐ D2L Site (Candidate should provide "Guest" access)
☐ Handouts
☐ Presentation Slides
☐ Student Projects/Assignments
☐ Syllabus
☐ Worksheets
☐ Other (Please specify):

Section 9B: The Provost Award for Innovations in Teaching (PAIT) Nomination Form *(Optional)*

- All fields completed

SECTION 9B: NOMINATION FORM FOR THE PROVOST AWARD FOR INNOVATIONS IN TEACHING

Departmental committees complete this form to **nominate a candidate** for the Provost Award for Innovations in Teaching for candidates who have made significant contributions to innovation in teaching. Candidates will NOT be considered for this award without this nomination form. This award is only available for candidates going through the promotion process. (Retention review (aka “third year review”) candidates are not eligible.)

Criteria for nomination that can be highlighted in the nomination form include the following types of innovations or recognition of innovation:

- Innovative teaching strategies;
- Active learning strategies and other evidence-based instructional practices;
- Well-structured course syllabi with defined learning outcomes;
- Inclusive teaching strategies and course content to address diverse learning styles and experiences;
- Development of new cutting-edge courses, new content or new pedagogy;
- Involvement in workshops and collaborative reforms of teaching;
- Innovation of collaborative learning spaces;
- Leadership in faculty learning communities;
- Impactful student evaluation and comments for student learning, achievement, and outcomes;
- Teaching awards, grants, and other recognized achievements in teaching; and
- Effective mentoring and advising, including collaborations with students from diverse backgrounds.

Candidate’s name: _____

Nomination form is being competed by: _____

Why are you nominating this individual? (Cite criteria in box below)

Section 10 - Worksheet for the Selection of INDEPENDENT EXTERNAL REVIEWERS - Part 1

Candidate's Name:

Please include names of all suggested reviewers and source of the suggestion (candidate, department head or committee chair). Please complete all relevant columns for each name provided.

Please sort using the Suggested by column.

[illegible]

I confirm all Independent External Reviewers are not on the List of Collaborators, and have been checked for Conflicts of Interest, according to the [University Guidelines](#).

John Hancock
Department Head/Unit Director's Signature

9/25/2024

Date

Section 10: Letters from Independent External Reviewers and Collaborators (Continued)

WORKSHEET FOR THE SELECTION OF INDEPENDENT EXTERNAL REVIEWERS PART II
To Be Completed By the Department Head or Director

Describe the selection process for independent external reviewers. If initial contact was made to discover the availability of independent external reviewers prior to the letter (Appendix D) being sent, include the wording of the message sent. What criteria were used to select reviewers? Include the roles of the committee and the department head/director in the selection process.

Worksheet for
the Selection of
Independent
External
Reviewers
– Part 2

Section 10: Letters from Independent External Reviewers and Collaborators (Continued)

Sample solicitation letter to Independent External Reviewers

- | | | |
|---|--|---|
| <hr/> | <hr/> | <hr/> |
| <ul style="list-style-type: none">• Does it follow the required format in Appendix D for the correct track? | <ul style="list-style-type: none">• Is it on letterhead? | <ul style="list-style-type: none">• Is it signed by the department head or committee chair? |

Section 10: Letters from Independent External Reviewers and Collaborators (Continued)

- Brief Bios

BRIEF STATEMENT ON EACH EXTERNAL REVIEWER'S NATIONAL OR INTERNATIONAL STANDING

Reviewer name:	
Selected by:	
Organization:	
Title:	
Brief Bio:	

Reviewer name:	
Selected by:	
Organization:	
Title:	
Brief Bio:	

Section 10: Letters from Independent External Reviewers and Collaborators

If the Department Head solicited collaboration letters, check the following:

- Did the department head sign the ***Worksheet for Solicitation of Collaborators*** form?
- Is one sample letter on letterhead and signed by the department head included?
- Is a Collaborator Brief Bio included on the provided template for each collaborator who provided a letter?

Section 10: Moving Letters in RPT from Independent External Reviewers and Collaborators

▼

Candidate Profile: Wilbur Wildcat

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Wilbur Wildcat

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Case Options ▼

Unit

Agric Education Tech & Innov-Ins (0108)

Template

2024-2025 Agric Education Tech & Innovation Promotion and Tenure Review

Status

Under Review by Department Head or Director

change

Case Materials

Case Details

Search case materials by title

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Read Case

☐

Expand All

☐

Collapse All

Download

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Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

▼

Section 1: Summary Data Sheet

Locked

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Unlock

The department or unit will complete the form and upload it to this section.

▪

Section 1: Summary Data Sheet (please download the form from the Faculty Affairs website and upload the complete form to this section)

Section 1: Summary Data Sheet

1+ required


Add File

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 THE UNIVERSITY OF ARIZONA

Section 10A: Independent External Reviewer Letters

Verify the following:

- Are there a sufficient number of independent external reviewer letters?
- There should be a minimum of three letters.
- Are all letters on letterhead?
- Are all letters signed?

Section 10B: Solicited Collaborator Letters (*Optional*)

Verify the following:

- Are all letters on letterhead?
- Are all letters signed?
- Are all letters from *solicited* collaborators?

Section 11: Internal Evaluations – Department Committee

- Letterhead
- Signed by *each* member of the committee
- Numeric vote
- Signature page matches the numeric vote tally
- If split vote, minority viewpoint or report
- Rank above candidate

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;***
- Indicate workload percentages;
- 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.

Reviewed and revised 2/23/2024

Prepared by the College

Section 11: Internal Evaluations – Department Head/Director

- Letterhead
- Signed
- Clearly stated decision
- Department Head's notification to the candidate

SECTION 11: INTERNAL EVALUATIONS FOR CAREER-TRACK PROMOTION

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;
- Indicate workload percentages;
- Summary and discussion of external and internal reviews;
- ***Explanation of any full departmental faculty vote; and***
- Explanation of any collaboration with candidate that has already been deemed to not be a conflict of interest.

Section 11: Internal Evaluations – College Committee

- Letterhead
- Signed by *each* member of the committee
- Numeric vote
- Signature page matches the numeric vote tally
- If split vote, minority viewpoint or report
- Rank above candidate – check

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 and/or tenure, 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.)
- Indicate workload percentages;
- 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.

Section 11: Internal Evaluations – Dean

- Letterhead
- Clearly stated decision
- Dean's notification to the candidate

Dean's Evaluation

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

- ***Recommendation on promotion and/or tenure;***
- 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.)
- Indicate workload percentages;
- 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.

Check for Conflicts of Interest

▼

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Candidate Profile: Wilbur Wildcat

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Send Case ▼

Case Options ▼

Unit

Agric Education Tech & Innov-Ins (0108)

Template

2024-2025 Agric Education Tech & Innovation Promotion and Tenure Review

Status

Under Review by Department Head or Director

change

Case Materials

Case Details

Search case materials by title

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Read Case

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Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

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Section 1: Summary Data Sheet

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Appendix A: Checklist for Shared Appointments (if applicable)

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Section 2: Candidate's Workload of Assignment

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Check for Conflicts of Interest – Continued

Review the [track-specific Guide's](#) section on “Conflict of Interest.”

Collaborators should **not** also be:

- Independent External Reviewers
- The Department Head/Director
- Department Committee Members
- College Committee Members
- The Dean

Review checklist

- As you review the case, use the ***Checklist and Steps for RPT Case Review 2024-25*** provided on the Faculty Affairs Promotion Workshops page.
- Email the checklist to the College FA Lead when you are ready to move the case to the college. FA Leads will then forward the checklist to Kim when the case is forwarded to the Provost.

Potential Case Concerns

- Department Coordinators - During your review, if you found any potential concerns please work with your department head to investigate further and correct, as appropriate.
- College FA Leads will work with their FA Associate Dean.

Thank you for your dedication!!



The Faculty Affairs Team

facultyaffairs.arizona.edu

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Vice Provost



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