



Career Track Faculty Guidelines

These guidelines describe position qualifications, annual review process, and promotion criteria for the following types of professionals in the College of Engineering: instructors, lecturers, professors of practice and research professors. According to the Definitions in the University Handbook for Appointed Professionals (UHAP), career-track (CT) professors are faculty whose Notice of Appointment incorporates the ABOR Conditions of Faculty Service (ABOR-PM 6-201, et seq.) who are not eligible for tenure and do not have visiting or adjunct titles. These guidelines are not intended to be exhaustive. The goal is to help the faculty in collaboration with their supervisors devise a plan that helps them advance their careers and adds value to their department and to the College of Engineering. Further information for these positions and policies can be found at: <https://facultyaffairs.arizona.edu/career-track-faculty-resources>

Qualifications, promotion, privileges, and performance review are described separately under each role. Career track faculty have the professional and intellectual freedom of all employees involved in teaching or research. We commit to offer equitable compensation based on a comparison group with similar duties in the College of Engineering. An outline follows the primary role of the most common career track professionals in the College of Engineering.

Instructor. Instructors typically teach a maximum of 1 class per semester for a limited number of years. They are provided with a syllabus, a list of topics by the department, and specification of data collection requirements for assessment. There is no service component to their duties. They are hired on a semester basis, and there is no promotion path. Since 2022, Instructor titles are typically used for ENGR 498 mentors.

Lecturer. Lecturers typically teach 1-3 classes per semester. There may be a service component to their duties. There is a promotion path through three ranks—lecturer, senior lecturer, and principal lecturer. They are hired on one-year contracts. Refer to the University guidelines “Optional Criteria for the Promotion of CT Lecturers” for promotion criteria.

Professor of Practice. Professors of Practice teach up to 3 classes per semester and have service duties in their department. They can develop curricula and courses. They play a role in accreditation (ABET). They may perform research on projects funded through their or a collaborator’s externally-funded research contract. Research should be a small fraction of the annual workload compared to teaching and service. They mentor students and undergraduate, Masters of Science, Masters of Engineering, and Doctoral projects. There is a promotion path through three ranks—assistant, associate, and full professor of practice. They typically have established themselves by expertise, achievements, over a sustained period of time. They are on one-year or multi-year commitments. All course and student mentoring assignments are subject to Graduate Faculty Guidelines and Faculty Qualifications consistent with the Higher Learning Commission.

Research Professor. Research Professors perform original research and help the department and the College of Engineering be more competitive in external research support. They may occasionally teach courses at the discretion of the department head. Teaching should be a small fraction of the workload compared to research. If assigned a course one semester, there is no expectation of future teaching assignments. They may mentor students and undergraduate, Masters of Engineering, Masters of Science, and Doctoral projects. There is a promotion path through three ranks—assistant, associate, and full research professor. They are hired based on competitive searches and are on one-year or multi-year commitments funded through their or a collaborator’s external research contracts. All course and student mentoring assignments are subject to Graduate Faculty Guidelines and Faculty Qualifications consistent with the Higher Learning Commission.

Qualifications and Promotion Criteria

“According to the Definitions in UHAP, career-track faculty have Notice of Appointments that incorporate the ABOR Conditions of Faculty Service (ABOR-PM 6-201) who are not eligible for tenure and do not have visiting or adjunct titles. The University of Arizona has three general title series for such faculty: career-track instructors, career-track lecturers, and career-track professors.” (taken from “Recommended University Criteria for the Promotion of Career-Track Lecturers”). In the College of Engineering, we distinguish among two career-track professors: professors of practice who are primarily teaching courses and research professors who are primarily doing research.

Instructor

Instructors typically teach a maximum of 1 class per semester. They are provided with a syllabus, a list of topics by the department, and specification of data collection requirements for assessment. There is no service component to their duties. They hired on a semester basis and there is no promotion path. Instructors in engineering are assigned to ENGR 498 mentors. Otherwise, they are used very sparingly.

Refer to the University guidelines “Recommended University Criteria for the Promotion of Career-Track Lecturers” for guidelines. In particular, please note, “As noted in UHAP 3.1.02 and 3.3.03.D, career-track instructor appointments are appropriate for faculty whose duties are limited to teaching “in a particular area.” Instructors do not generally have a promotion path except in units that offer extensive noncredit offerings.”

Lecturer

Lecturers typically teach 1-3 classes per semester. There may be a service component to their duties. There is a promotion path through three ranks—lecturer, senior lecturer, and principal lecturer. They are hired on one-year contracts. Refer to the University guidelines “Optional

Criteria for the Promotion of CT Lecturers” for promotion criteria. In particular, please note the promotion criteria and the necessity for promotion based on annual reviews: “Lecturers may be promoted to senior and principal lecturer titles following review by a departmental committee and unit head with the approval of the appropriate dean or vice president. Lecturers generally have more limited duties than career-track professors, so a conversion of a lecturer position into a position with a professor title must be “justified by increased responsibilities such as expanded teaching or supervisory duties” as well as outstanding performance, as indicated in annual reviews (UHAP 3.3.03.E).”

Professors of Practice

A faculty member who is a Professor of Practice whose primary appointment is instruction in a department or in the College of Engineering. A Professor of Practice has established themselves by expertise, achievements, over a sustained period of time. Other potential duties include advising/mentoring students, assessing teaching programs, mentoring faculty on practice, conducting research on their or a collaborator’s externally-funded contract, fund-raising, and serving on committees appropriate to teaching and the educational mission of the unit.

Appointment and Duties

Professors of Practice are career track faculty. The policies for appointments are included in Chapter 3 of the [University Handbook for Appointed Professionals \(UHAP\)](#). The initial appointment and rank of Professor of Practice is made by the Department Head in consultation with the Dean at the rank of Assistant Professor of Practice, Associate Professor of Practice, or Professor of Practice. Suggested skills and background are provided in the next section as a guide.

The maximum course load expected is 6 courses (18 credit hours) per academic year along with course equivalents. Course equivalents are other duties assigned by the unit head. Other duties include service to the department, college, and university. Specific examples of the types of activities expected in each rank follow.

Application Materials

Letter of interest, curriculum vitae, statement of research interests, and list of references.

Suggested Qualifications for Appointment by Rank

Appointment to Assistant Professor of Practice

- A Ph.D., M.S., or B.S. degree in the discipline of instruction or a closely related field to the teaching duties expected.

- May have industry or government experience or license/certification in a relevant area of expertise.
- An established record of achievement with recognized expertise as documented in CV and strong letters of recommendation from collaborators and supervisors.
- A background of at least a nominal amount of teaching experience.

Appointment to Associate Professor of Practice

- Same qualifications as for Assistant Professor of Practice.
and
- Industry or government employment as a project leader.
or
- Teaching experience ≥ 6 years at the UA or another university at 1.0 FTE. Commensurate service may be considered when determining years of teaching experience.

Appointment to Professor of Practice

- Same qualifications as for Associate Professor of Practice.
and
- Industry or government employment as a principal, chief, or associate engineer.
or
- Teaching experience ≥ 9 years at the UA or another university at 1.0 FTE. Commensurate service may be considered when determining years of experience.

Criteria for Promotion by Rank

According to UHAP 3.3.03.b, promotion requires excellent performance and the promise of continued excellence as determined by the specific duties assigned to individual faculty members. ABOR section 6-201(I)(4)(a) notes that the criteria for evaluation should consider teaching effectiveness; quality of service to the profession, university, and community; and the quality of scholarly research, publication, or creative endeavors—if the faculty member has assigned research duties. Research is also integral to the scholarship of teaching and the scholarship of engagement, as recognized by the University's inclusive view of scholarship.

Promotion to Associate Professor of Practice requires:

- Evidence of effective instruction, advising, mentoring, and student-support activities such as recruitment and outreach activities.

- Participation in the continuous assessment of the degree programs in the unit, culminating in the reporting of assessment results to the faculty for discussion on how to improve the program. The assessment results will also be used to meet university reporting requirements and to satisfy requirements for accreditation by the Accreditation Board for Engineering and Technology, Inc. (ABET).
- Participation in committee and collaborative governance within the program, department, college, and/or university.
- Participation in external professional service activities.

Promotion to Professor of Practice requires:

- A sustained record of excellence in teaching courses in the unit as shown by internal and external peer review and student feedback.
- Broad impact on curricular practices.
- Evidence of the successful mentoring of others in the college and university in advising, mentoring, teaching, and student-support activities such as recruitment and outreach activities.
- Participation in external professional service activities

Contract Renewal

New Professors of Practice are initially appointed for 1-3 years based on the needs of the Department or the College of Engineering. Renewal is based on performance and budgetary considerations. Assistant, Associate, and Full Professors of Practice may receive a multi-year contract subject to the approval of the Provost based on the record of achievement that has been documented in the annual performance review. Prior service as an adjunct, instructor, or lecturer may count as commensurate service.

Annual Performance Review

Renewal of appointment in all ranks will be based upon the annual performance review by the Department Head in consultation with the Dean. The process begins with the faculty member and Department Head meeting to discuss goals for the annual evaluation period. At the end of the evaluation period, the faculty member prepares an annual review portfolio in Faculty Portfolio (formerly UA Vitae) based on the teaching and, if appropriate, service and scholarship criteria established in the annual performance review guidelines for faculty in the department. The department peer review committee evaluates the faculty member's portfolio and submits the performance review to the Department Head. The Department Head reviews the candidate's portfolio and the review provided by the peer review committee, which is advisory. The unit head writes a letter of evaluation including a statement of progress toward contract renewal and meets with the candidate to discuss the review and goals for the next performance period.

Promotion Timelines

Promotion to Associate Professor of Practice may occur at any time, but no later than during the fifth year in Assistant rank, the unit head will inform the Assistant Professor of Practice that they will be reviewed for promotion to Associate Professor of Practice the following year unless the faculty member declines in writing. If they decline they will be reviewed for retention in rank in year six and every six years thereafter.

Promotion to Professor of Practice may occur at any time, but no later than during their fifth year in Associate rank, the unit head will inform the Associate Professor of Practice that they will be reviewed for promotion to Professor of Practice the following year unless the faculty member declines in writing. If they decline they will be reviewed for retention in rank the next year and every six years thereafter.

Promotion Process

Career-track faculty members in designated titles may be reviewed for promotion. A more extensive review is required for promotions of career-track faculty in designated professorial titles such as assistant or associate professors of practice, research or clinical assistant or associate professors, or other such titles specified by the University for career-track professorial appointments. As noted in UHAP 3.3.03.c and 3.3.03.f, promotions for such appointments may occur only after reviews at the department and college levels with approval by the Provost, or by the appropriate dean for faculty with clinical series or clinical scholar titles.

Dossiers for the promotion of career-track faculty other than lecturers and clinical faculty will be prepared following the same guidelines as those for tenure-eligible or tenured faculty, though external reviews are not required in the College. Directions on preparing dossiers are provided on the Provost's webpage. <https://facultyaffairs.arizona.edu/promotion-dossier-templates>

Research Professor

A faculty member who is a Research Professor is committed to supporting the research mission of the College of Engineering. A Research Professor should have significant engineering research experience in academic, industrial or governmental laboratories and be working on funded research either as a principal investigator or co-investigator. Other duties could include advising/mentoring students, mentoring other faculty, fund-raising, and serving on committees appropriate to the research mission of the unit.

Appointment and Duties

Research Professors are career track faculty. The policies for appointments are included in Chapter 3 of the [University Handbook for Appointed Professionals \(UHAP\)](#). The initial appointment and rank as a Research Professor is made by the Department Head in consultation with the Dean at the rank of Assistant Research Professor, Associate Research Professor, or Research Professor. Suggested skills and background are provided in the next section as a guide.

The nominal full-time workload is 100% related to support of direct research activities and securing the funding to support research activities. They may occasionally teach courses at the discretion of the department head. Teaching should be a small fraction of the workload compared to research. If assigned a course one semester, there is no expectation of future teaching assignments. Other duties include service to the department, college, and university. Specific examples of the types of activities expected in each rank follow.

Application Materials

Letter of interest, curriculum vitae, statement of research interests, and list of references.

Qualifications for Appointment by Rank

Appointment to Assistant Research Professor

- A Ph.D. in the discipline of the research or in a related field relevant to the supported research activities.
- Research experience in a relevant area of expertise.
- An established record of achievement with recognized expertise as documented in CV and strong letters of recommendation from collaborators and supervisors.

Appointment to Associate Research Professor

- Same qualifications as for Assistant Research Professor.
- Research experience ≥ 6 years at the UA or another university at 1.0 FTE. Commensurate service may be considered when determining years of research experience.
- Demonstrated record of major contribution to securing funding to support research activities.

Appointment to Research Professor

- Same qualifications as for Associate Research Professor.
- Research experience ≥ 9 years at the UA or another university at 1.0 FTE. Commensurate service may be considered when determining years of experience.
- Demonstrated record of securing funding to support an independent research program.

Criteria for Promotion by Rank

According to UHAP 3.3.03.b, promotion requires excellent performance and the promise of continued excellence as determined by the specific duties assigned to individual faculty members. ABOR section 6-201(I)(4)(a) notes that the criteria for evaluation should consider the quality of scholarly research, publication, and creative endeavors; and teaching effectiveness, quality of service to the profession, university, and community — if the faculty member has assigned teaching or service duties.

Promotion to Associate Research Professor:

- Evidence of effective contribution to research in terms of peer reviewed publications, research presentations, patents, and securing the grant and/or contract funding necessary to support research work.
- Participation in research training and supervision of laboratory research support staff and students.
- A positive contribution to the quality of the research reputation of the unit
- Participation in committee and collaborative governance within the program, department, college, and/or university.
- Participation in external professional service activities related to research, such as journal and grant review.

Promotion to Research Professor requires:

- A sustained record demonstrating independence in research in terms of peer reviewed publications, research presentations, patents, and securing the grant and/or contract funding necessary to support research work.
- A sustained record of participation in research training and supervision of laboratory research support staff and students.
- A national reputation for high quality research contributions.
- Recognition for significant contributions in professional service at the local and national levels.

Contract Renewal

New Research Professors are initially appointed for 1-3 years based on the needs and available funding of the research program supporting them. Renewal is based on performance and budgetary considerations. Assistant, Associate, and Full Research Professors may receive a multi-year contract subject to the approval of the Provost based on the record of achievement that has been documented in the annual performance review and availability of financial support.

Annual Performance Review

Renewal of appointment in all ranks will be based upon the annual performance review by the Department Head in consultation with the Dean. The process begins with the faculty member and Department Head meeting to discuss goals for the annual evaluation period. At the end of the evaluation period, the faculty member prepares an annual review portfolio in UA Vitae based on the research and, if appropriate, teaching and service and contributions established in the annual performance review guidelines for faculty in the department. The department peer review committee evaluates the faculty member's portfolio and submits the performance review to the Department Head. The Department Head reviews the candidate's portfolio and the review provided by the peer review committee which is advisory. The unit head writes a letter of evaluation including a statement of progress toward contract renewal and meets with the candidate to discuss the review and goals for the next performance period.

Promotion Timelines

Promotion to Associate Research Professor may occur at any time, but no later than during the fifth year in Assistant rank, the unit head will inform the Assistant Research Professor that they will be reviewed for promotion to Associate Research Professor the following year unless the faculty member declines in writing. If they decline they will be reviewed for retention in rank in year six and every six years thereafter.

Promotion to Research Professor may occur at any time, but no later than during the fifth year in Associate rank, the unit head will inform the Associate Research Professor that they will be reviewed for promotion to Research Professor the following year unless the faculty member declines in writing. If they decline they will be reviewed for retention in rank the next year and every six years thereafter.

Promotion Process

Career-track faculty members in designated titles may be reviewed for promotion. A more extensive review is required for promotions of career-track faculty in designated professorial titles such as assistant or associate professors of practice, research or clinical assistant or associate professors, or other such titles specified by the University for career-track professorial appointments. As noted in UHAP 3.3.03.c and 3.3.03.f, promotions for such appointments may occur only after reviews at the department and college levels with approval by the Provost, or by the appropriate dean for faculty with clinical series or clinical scholar titles.

Dossiers for the promotion of career-track faculty other than lecturers and clinical faculty will be prepared following the same guidelines as those for tenure-eligible or tenured faculty, though external reviews are not required in the College. Directions on preparing dossiers are provided on the Provost's webpage. <https://facultyaffairs.arizona.edu/promotion-dossier-templates>

10/1/2023 Main revisions include removing reference to Teaching Professors. Teaching Professors were functionally removed and integrated into Professor of Practice lines.