



SBS INFORMATION FOR CAREER-TRACK **LECTURER** PROMOTION REVIEWS

(note: SBS has a different check-sheet for Career Track Promotion Reviews for those in Professor titles, including Professor of Practice and Research Professor)

University of Arizona information regarding promotion reviews is available in [UHAP 3.3.03](#) "Promotion Reviews of Career-Track Eligible Faculty."

TIMING OF PROMOTION REVIEWS: Promotion Reviews are generally conducted in the sixth year, though scheduling may vary if a prior university position was held. Since positive promotion reviews conclude with a new title and offer letter, such reviews are best conducted in late Fall and concluded in early Spring, so as to be completed prior to the start of a new academic year. Faculty should start putting together their materials in the Late Spring/Summer of their 5th year.

PROCEDURES FOR PROMOTION REVIEWS: Promotion reviews for Career-Track faculty with Lecturer titles in SBS utilize some (but not all) of the material used for promotion in Professor titles. Each of those sections is reviewed in the material that follows.

Lecturer reviews go through a unit-level committee, the unit head or director, and the college Dean. Promotion decisions are made at the college level.

SBS CHECKLIST FOR PROMOTION REVIEWS, BY SECTION, FOR CAREER TRACK FACULTY WITH LECTURER TITLES. All the templates and forms you need for your case can be found [here](#) or in the individual dossier sections that follow.

Dossier Section 1: Summary Data Sheet

- This section is completed by the department.

Dossier Section 2: Summary of Candidate's Workload Assignment

- Only go back as many years as are on the chart (meaning, don't add extra pages for years prior)
- This is also completed by the department, but candidates should carefully review before adding to the dossier.
- Include commensurate service from elsewhere if it's counting toward your time in rank
- RE: "Requirements to meet departmental expectations" – these must be descriptive, NOT evaluative. **You can copy these from the unit or college criteria.**

Dossier Section 2A: Pandemic Impact Statement

- This is required for all candidates, even if the impact on your scholarship were minimal due to the pandemic.

Dossier Section 3: Departmental & College Promotion & Tenure Criteria

- A one-page summary of the promotion and tenure guidelines in will be provided by your unit which should be accompanied by the full set of guidelines.
- Your unit level Faculty Affairs lead will have a copy of the college-level summary and the full set of guidelines for [SBS are available](#) and should accompany the summary.

Dossier Section 4: Curriculum Vitae & List of Collaborators

- Please use the UA template for your CV.
- Please include page numbers

Note: Teaching-related information – courses taught, number of students served, etc – should go into Section 6, which is all about teaching.



Dossier Section 4A: List of Collaborators

- Collaborators include all individuals who you have worked closely and directly with in the last five years or 60 months preceding the submission of this dossier. This includes individuals who have co-authored books, articles, publications, reports, abstracts, papers, or awarded grant proposals and projects.

Dossier Section 4B: Representative Publications, Scholarship and/or Creative Activity

- Upload the top 3-5 items that represent work which was accepted and/or published during the current rank.
- 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.

Dossier Section 5: Candidate Statement

- Discuss your teaching philosophy and how you measure impact.
- Frame what it is that you do
 - Consider how your work advances the mission of your unit and the university
 - Feel free to cite related research, national trends, and/or best practices in your field
- Connect the different parts of your workload (e.g., teaching and service) into one narrative to communicate total impact
 - For the purposes of this statement, best to focus on Service that relates, even tangentially, to your work at/with/for the UA and our students . The three main “branches” of service are **institutional**, **professional**, and **community/collaborative**
- About Teaching:** How do you...
 - organize the curriculum?
 - help students learn?
 - assess progress?
- About Service:** How do you...
 - Demonstrate a commitment to outreach, community collaborations and/or business partnerships? (*for community service*)
 - See your work advancing the mission of your unit, SBS, and/or the UA? (*for institutional service*)
 - See your work contributing to developments and best practices in your field? (*for professional service*)
- Plus:
 - Make statement readable/free of jargon
 - Avoid highly technical terms if possible
 - Use 11pt font or bigger

Dossier Section 6: Teaching Portfolio

There are actually multiple things happening in this section.

Dossier Section 6A: INFORMATION on TEACHING and ADVISING (one document)

This piece is essentially a list divided into these sections:

- Extent of Teaching (courses taught)
- Course Descriptions
- Student Evaluations (TCEs/SCSs)
- Individual Student Contacts
- Contributions to Instructional Innovations and Collaborations
- Teaching Awards and Teaching Grants



- Teaching Philosophy (optional)
- Peer Observations (optional)

PART 6B: SUPPORTING DOCUMENTATION

- This is your demonstration of skills where the rubber hits the proverbial road.
- You do NOT need to include all your artifacts ever.
- Rather, pull together 3-4 sample syllabi; a few different grading rubrics; a few examples of assignments; some examples of course content (like lecture materials) – this should be enough for a committee to evaluate your course plans, examine your assessment materials' alignment with your learning outcomes, and determine if your readings and topics are organizationally and intellectually sound.

Dossier Section 7: Portfolio for Leadership, Extension, Service or Innovation

This is **OPTIONAL**. Most of what can go here can also go into your Candidate Statement in Section 5, so this section need not be completed at all. If you'd like, however, you can use this section to document the impact of leadership, including activities that demonstrate position effectiveness..

Section 7 has two parts:

- [Part 7A](#): this the narrative piece
- [Part 7b](#). here you can put artifacts (similar to 6B). This section is typically only shared with the unit-level committee and unit head, and doesn't move up the ladder with the rest of the materials.

Dossier Section 8: GIDP Membership and Description of Contributions

- GIDPs are programs out of the Graduate College (scroll to [Academic Programs](#) on the left). **This section will not apply to the majority of Career Track faculty.**

Dossier Section 9: Peer Observations

- PEER OBSERVATIONS **conducted this year; these must use** ~10-20 questions **of your choice** from this [Classroom Observation Tool](#) or the [Online Course Review Tool](#)

(skip Section 10, Letters from Independent External Reviewers and Collaborators)

Dossier Section 11: Internal Evaluations

The **Unit committee's Report** should be printed on letterhead and signed by all unit committee members. The letter should:

- Be addressed to Unit Head/Director
- Provide an evaluation of candidate in each of the areas of (a) teaching and advising; (b) service, and, if applicable, (c) research, scholarship, and creative activities
- Include a vote count on promotion, clearly indicating recusals, abstentions and absences
- Provide minority viewpoint (if there was a split vote)
- Indicate any collaboration between committee member(s) and candidate, including the nature of the collaboration



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The **Unit Head or Director's Recommendation letter** should:

- Be printed on letterhead and signed by Unit Head/Director
- Be addressed to Dean
- Express own opinion, views and comments, including analysis of impact of candidate's professional activities and contributions
- Include the outcome of a faculty vote, if applicable
- Include a specific recommendation on promotion
- Indicate any collaboration with candidate and explain nature of collaboration



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