



SBS INFORMATION FOR CAREER-TRACK PROMOTION REVIEWS

(FOR RANKED FACULTY TITLES of PROFESSOR OF PRACTICE or RESEARCH PROFESSOR)

University of Arizona information regarding promotion reviews is available in [UHAP 3.3.03](#) "Promotion Reviews of Career-Track Eligible Faculty." As noted in UHAP, Promotion reviews for Career-Track faculty with "**Professor**" titles follow many of the same steps as the promotion review for Tenure-Track faculty. The information below is intended for this population of 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 put together their dossiers in the late spring if their 5th year into the summer before their 6th year, as all materials, through all levels of review – unit committee, unit leader, college committee, dean – need to be to the Provost's office by early December.**

PROCEDURES FOR PROMOTION REVIEWS: Promotion reviews for Career-Track faculty with "Professor" titles follow many of the same steps as the promotion review for Tenure-Track faculty.

- Faculty use the same Dossier Template Promotion and Tenure (P&T), and the CV and Candidate Statement should also be in the same format as required in the P&T Dossier.
- Letters from Outside Evaluators, which are required for P&T, are **not** required in Career Track Promotion cases.

For additional information, including source documents from which some of the content in this document are excerpted, see the Associate Provost for Faculty Affairs' [Guide to the Career Track Promotion Process](#). You can find all of the forms and templates [here](#) or in the individual dossier sections in this document.

Dossier Section 1: Summary Data Sheet

- This data sheet will be completed by the Unit Head/Director or Faculty Affairs person in your unit.

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)
- Only include time at the UA (meaning, don't go back further than your UA work)
- 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: COVID impact statement

- This is required, but need not be long

Dossier Section 3: Departmental & College Promotion & Tenure Criteria

- Your dossier should include a one-page summary of the unit level criteria accompanied by the full set of guidelines.
- Your unit level faculty affairs personnel already have a copy of the SBS summary that they can provide for you along with the full set of guidelines found [here](#).



Dossier Section 4: Curriculum Vitae & List of Collaborators

- Faculty **must** use the [UA format for promotion and tenure](#); this will certainly require retrofitting your CV to that format.
- Mind to:
 - add an ‘*’ to the left of the title of any publication substantially based on work done as a graduate student
 - provide English translations for foreign publications
 - include percent effort, role (PI or co-PI), source, and amount on grants and contracts, if any

Please note: information on accomplishments in TEACHING are featured in Sections 6 of the Dossier.

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 Work

- Select three to five items that represent work which was *accepted and/or published* during current rank.
- Please include a cover page with a list of the items chosen and a *brief* summary (3-5 sentences) describing why you chose to highlight this work.

Dossier Section 5: Candidate Statement

- Discuss your teaching philosophy (and/or research priorities, if you have research FTE) 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
- About Teaching:** How do you... organize the curriculum? help students learn? assess progress?
- About Service:** 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 . There are three main “branches” of service; best to focus on how 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*); and/or 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
 - *Note: the signed statement by the candidate must also fit within those 5 pages*



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:

- Individual Student Contacts
- Extent of Teaching
- Course Descriptions
- Student Evaluations (TCEs/SCSs)
- Contributions to Instructional Innovations and Collaborations
- Teaching Awards and Teaching Grants
- Teaching Philosophy (optional)
- Peer Observations (optional)

See [Section 6a](#) on the Faculty Affairs website for more on what goes under these sets of information. Please do not include open ended student comments in Section 6A, if there are comments you want to share please include in Section 6B.

Dossier Section 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:

- Dossier Section 7a Overview Description and Assessment**: this the narrative piece
- Dossier Section 7b Supplementary Documentation** :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 this [Online Course Review Tool](#)



(we strongly suggest you 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

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