



## SBS INFORMATION FOR CAREER-TRACK PROMOTION REVIEWS

### (FOR RANKED FACULTY TITLES of PROFESSOR OF PRACTICE, PROFESSOR (Career Track) 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 start putting together their dossiers in the Fall of their 6<sup>th</sup> year.

**HOW TO PREPARE FOR PROMOTION REVIEWS:** Faculty should attend the dossier workshops that are offered by the Associate Provost for Faculty Affairs each Spring, and should follow up with a separate meeting with their unit Head or Director to go over the Promotion Dossier. The College of SBS also provides annual reviews, and the Faculty Affairs team in SBS is available for individual appointments.

**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.
- As with P&T, dossiers should include a Unit committee Report, the Unit Head/Director Recommendation (to include the outcome of a general faculty vote in the unit if appropriate), and the Dean’s Recommendation.

*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](#).*



## **SBS CHECKLIST FOR PROMOTION REVIEWS, BY DOSSIER SECTION, FOR CAREER TRACK FACULTY WITH “PROFESSOR” TITLES**

### **Dossier Section 1: Summary Data Sheet**

- Is the data sheet completed by the Unit Head/Director and affirmed by the faculty member?

### **Dossier Section 2: Summary of Candidate's Workload Assignment**

- Are all leaves and course releases, which typically affect distribution of effort, accounted for?
- Does the workload statement include information only, not evaluative statements?

### **Dossier Section 3: Departmental & College Promotion & Tenure Criteria**

- Are both unit level documents and college-level guidelines included?

### **Dossier Section 4: Curriculum Vitae & List of Collaborators**

- Are the sections ordered and organized precisely according to the instructions for Section 4?
- Is there an ‘\*’ to the left of the title of any publications substantially based on work done as a graduate student?
- For foreign publications, are English translations of the titles provided?
- Do grants and contracts, if any, include percent effort, role (PI or co-PI), source, and amount?
- Are all collaborators identified at the end of CV, where collaborators are defined in accordance of the provisions used by NSF and other groups to ensure the impartiality of reviews?

*Collaborators are defined as individuals who have coauthored books, articles, abstracts, or grant proposals or co-edited journals, compendia, or conference proceedings within the five years before the submission of a dossier. Collaborators also include individuals who have been a candidate's dissertation advisor, supervisor, or close coworker in a lab, department, or residency program, even if this relationship occurred more than five years prior to the review.*

Please note: information on accomplishments in TEACHING are featured in Sections 6 and 7 of the Dossier.

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*Here is the [CV Template](#) in Word, with specific suggestions.*

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### **Dossier Section 5: Candidate Statement**

- Is the font no smaller than 11pt?
- Is the statement focused on the *quality* and *impact* of combined (or intersecting) teaching and service?  
*Note: if your distribution of effort includes research, that too should be included in your statement*
- Is the statement readable and as free of jargon and highly technical terms as possible?
- Is the statement no longer than 5 pages?  
*Note: the signed statement by the candidate must also fit within those 5 pages*

### **Dossier Section 6: Teaching Portfolio**

There are actually a few different things happening in this section.

#### ***PART 1: INFORMATION on TEACHING and ADVISING***

- A list of courses taught (feel free to use this [excel sheet](#))
- Course descriptions (Optional, and a few sentences each at most)
- TCEs (comments and comparison reports)
- Three different sets of information (in one Word document) – Individual Student Contacts, Contributions to Instructional Innovations and Collaborations, and Teaching Awards and Teaching Grants. See [Section 6](#) on the Faculty Affairs website for more on what goes under these three sets of information.

#### ***PART 2: 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: Peer Observation and Nomination for Provost Award**

- PEER OBSERVATIONS are *OPTIONAL IN 2020-2021*. If you have any from the past, you can include them here.
- Provosts Awards as of 2020-2021 are not available for CT faculty, though others outside of the Promotion process certainly are (see ).
  - HERE, though, it's possible you'll have nothing in Section 7, or just a peer observation in Section 7.



### **Dossier Section 8: OPTIONAL Service & Outreach Portfolio**

The optional Service & Outreach Portfolio process mirrors that of the Teaching Portfolio in that the documentation is for departmental committees to review. As such **the bulk of what is in portfolio itself will not generally be included** in the dossier. See [Section 8 of the dossier on the Faculty Affairs website](#) for types of documentation.

Those choosing to complete this optional section provide the following to the Unit committee to review:

- A brief overview document describing key points of outreach, including a description of the program(s)
- Assessments developed for the program(s), including specific measures/metrics and how they were obtained
- Feedback from collaborators and clients

The committee provides an **evaluative assessment** in the Unit recommendation letter in Section 11

### **Dossier Section 9: Membership in Graduate Interdisciplinary Programs**

- If applicable, are there letters of evaluation on participation from others in GIDP?

### **Dossier Section 10: Letters from Outside Evaluators and Collaborators**

*NOT APPLICABLE in Career-Track PROMOTION REVIEWS*

### **Dossier Section 11: Recommendations**

The **Unit committee's Report** should be printed on letterhead and signed by all unit committee members. As with P&T recommendations, 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

The Dean then reviews the dossier and makes a recommendation to the Provost, who makes the final determination



THE UNIVERSITY OF ARIZONA

College of Social  
& Behavioral Sciences