



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 early Fall of 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](#).

Dossier Section 1: Summary Data Sheet

- This data sheet completed by the Unit Head/Director or Faculty Affairs person

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
- Here are [examples of things to write about](#)

Dossier Section 3: Departmental & College Promotion & Tenure Criteria

- If your unit has criteria, we include them.
- If your unit does not have criteria, [SBS's are available](#) and can stand in for 'unit-level'



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
- Whereas in the past collaborators were listed at the end of CV, we now must have them [listed on a separate excel sheet](#). *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 of the Dossier.

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

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.

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

This piece is essentially a list divided into these sections:

- Individual Student Contacts
- Contributions to Instructional Innovations and Collaborations
- Teaching Awards and Teaching Grants

See [Section 6A](#) on the Faculty Affairs website for more on what goes under these three sets of information.

PLUS:

- TCE and SCS's (comments and reports) **NOTE – the SBS Faculty Affairs office is pulling all of these for you since it's kind of a bear to get them**
- OPTIONAL:** Peer observations NOT done specifically for promotion (like, if you've had any done for any reason in the past).

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 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