



ARIZONA COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
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Promotion Dossier Overview

Your dossier should:

- Communicate your impact
 - Will be read by 20+ people from a variety of backgrounds
 - Needs to explain to people *what you do*
- Be organizationally flawless
 - Check-sheets are provided for each section
 - About 100 dossiers are reviewed each year, so uniformity is important

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Promotion Dossier Overview

The basics:

1. A Cover Sheet with your name, unit, and the words "Original Dossier for Promotion to..."
2. Colored paper dividers for each section
3. Signatures on all forms (electronic ok)

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Promotion Dossier Overview

The sections:

There are 11 sections, with "prepared by" clearly identified

Two sections are optional (Section 8, Service/Outreach Portfolio and Section 9, participation in GIDP)

PROMOTION AND TENURE PROCESS
SECTION 1: SUMMARY DATA SHEET

DATE: _____

NAME: _____

EMPLOYEE IDENTIFICATION NUMBER: _____

CURRENT TITLE: _____

HOME DEPARTMENT: _____

COLLEGE: _____

CAMPUS ADDRESS: _____ ROOM # _____ PO BOX _____

UA BUILDING: _____

SHARED APPOINTMENT: _____

TERMINAL DEGREE: _____

MONTH/YEAR OF TERMINAL DEGREE: _____

FINAL YEAR OF TENURE ELIGIBILITY: _____

TITLE FOR WHICH YOU ARE APPLYING: _____

FACULTY TRACK: TENURE ELIGIBLE TENURED NON-TENURE TRACK

REVIEW TYPE: MANDATORY REVIEW EARLY REVIEW 3RD YEAR RETENTION

PROMOTION (P) TO ASSOCIATE RANK WITH TENURE (T)

PROMOTION TO FULL PROFESSOR WITH TENURE

TENURE ONLY, NO PROMOTION IN RANK

FULL PROFESSOR RANK

NON-TENURE ELIGIBLE FACULTY PROMOTION TO ASSOCIATE RANK

NON-TENURE ELIGIBLE FACULTY PROMOTION TO FULL RANK

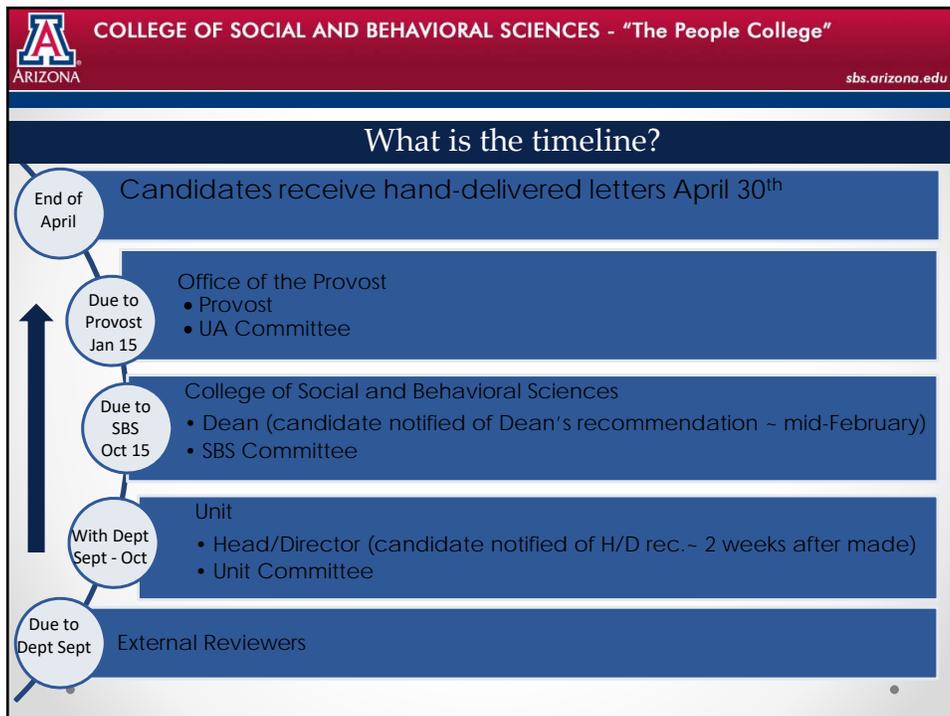
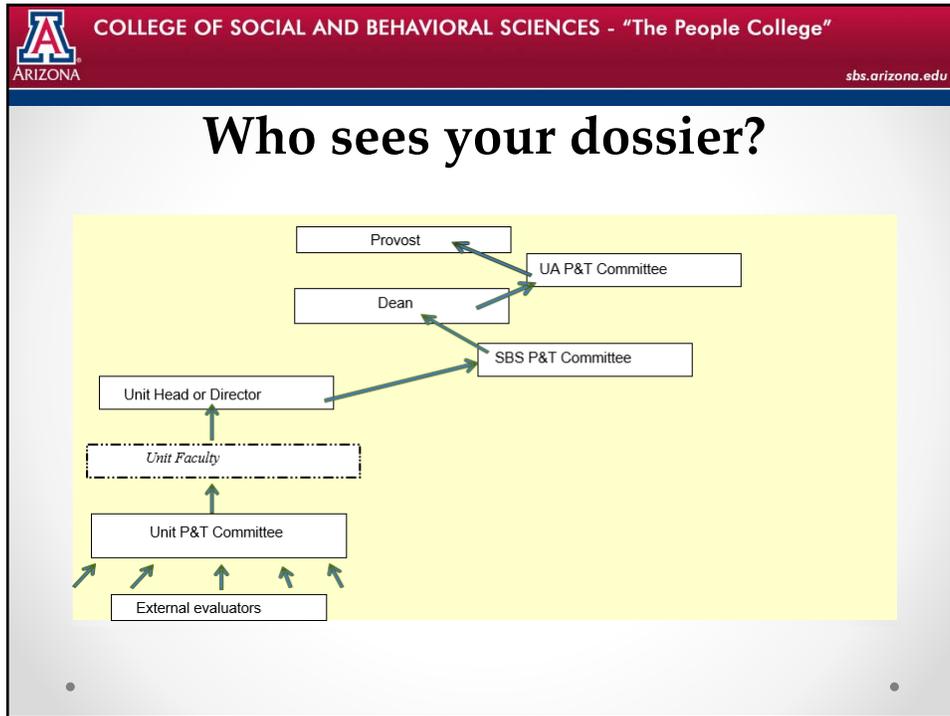
FACULTY SERVICE ELSEWHERE AFTER TERMINAL DEGREE

INSTITUTION	DATES	RANK/TITLE

FACULTY SERVICE AT THE UA

INSTITUTION	DATES	RANK/TITLE

Prepared by Department/Unit Head




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Section 2: Workload Statement

Prepared By H/D; Signed by Candidate

SECTION 2: SUMMARY OF CANDIDATE'S WORKLOAD ASSIGNMENT

SUMMARY OF WORKLOAD ASSIGNMENT FOR:

DEPARTMENT/SCHOOL OF: _____ **FTE:** _____

Duties for the period 2010-2011 through 2017-2018 have been distributed as follows:

Academic Year	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Teaching %								
Research %								
Service/Outreach % <small>Internal and External</small>								
Administrative Service %								
Clinical Service %								
Extension%								
Other Professional Activities % <small>Name & describe activity</small>								
Clock Delays or Leave(s)*								
Total	100%							

*Include approved Tenure Clock Delays and Sabbatical Leaves; Do not include percentages for years which the candidate received a clock delay or was on a leave.

Requirements to meet departmental expectations for *TEACHING*:
Example: 40% teaching means approximately four 3-unit courses each academic year. This should correspond to general expectations in the department. Do not list specific course numbers, student names, etc.


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Sections 2: Workload Statement

Prepared By H/D; Signed by Candidate

1) You're going to be evaluated on work **relative to your workload**

- Normally, faculty in SBS have workloads of 40% Teaching, 40% Research, 20% Service (exceptions: Sociology and Philosophy, at 40T, 50R, 10S)
- Teaching % is often flagged; if you've had TADA, sabbatical, etc. and didn't teach for a semester, make sure to adjust the workload for that year accordingly

2) "Requirements to meet departmental expectations" must be descriptive, NOT evaluative

YES: 40% teaching means four courses a year

NOPE: Nate has done an exceptional job teaching four courses a year


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Section 2: Workload Statement

Prepared By H/D; Signed by Candidate

3. About "administration" - this is an oddball category, since *admin as such* does not do much of the heavy lifting vis a vis tenurability
4. For faculty who are not heads/directors of units or centers, consider framing some/all of your administrative work as part of the "scholarship of engagement" - integrative and applied forms of scholarship that involve translational research/cross-cutting collaborations with business and community partners. This work can go into a Service/Outreach Portfolio (Section 8)


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Section 3: Promotion Criteria

Prepared By H/D

- SBS criteria is on the Faculty Affairs website
- Unit criteria should be available under whatever filing system the unit uses

NOTE – the dossier instructions say to fit the criteria on a one-page summary document, **but this is absolutely not necessary**. The criteria can go in just as they are.



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Section 4: CV and Collaborators

Prepared By Candidate

Make sure you:

- Follow the CV guidelines precisely
 - Some sections are to include achievements **in rank only**
 - Clarify which entries are peer reviewed if/as needed (remember – many of your CV readers won't be familiar with your discipline)
- Identify all collaborators
 - UA uses NSF guidelines: co-authors or co-editors over the last 60 months are considered collaborators, as is anyone who directed you through dissertation or post-doc work



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Section 4: CV and Collaborators

Prepared By Candidate

*The Dean's office proofs all CVs before they go to external reviewers.
Please submit yours to <https://thehub.Arizona.edu>*

What we're reading for:

- **Clarity** (because among your CV readers are multiple UA reviewers not familiar with your field)
- **Consistency** (because we'll find the missing periods and – vs -)
- **Compliance** (because why annoy UA reviewers by not meeting their CV expectations?)


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Section 4: CV and Collaborators

Prepared By Candidate

A few other notes about the CV:

- 1) Teaching-related work (dissertation or thesis committees, for example) are presented in a section of the dossier devoted exclusively to teaching (Section 6)
- 2) The statement affirming the veracity/truth of your CV and statement goes **ONLY** at the end of Section 5 (not also at the end of the CV section)
- 3) Include page #'s 'cause there's a lot of scanning and copying
- 4) For those who want a CV template, complete with hopefully-helpful hints, go to Faculty Affairs > SBS and University Policies on the SBS website

Hey did we mention that the Dean's office proofs all CVs before they go to external reviewers? <https://thehub.arizona.edu>


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Section 5: Personal Statement

Prepared By Candidate

Use no more than 5 pages to tell your story

- Frame what it is that you do, focusing on impact and importance of your work
- Connect your teaching philosophy, your research agenda, and your service efforts to communicate **combined** impact

Plus:

- Make statement readable/free of jargon
- Avoid highly technical terms if possible
- Get input from a range of readers
- Use 11pt font or bigger

○ That statement of verification has to fit within that 5th page.

OPTIONAL REVIEW: If you upload your statement to the Hub, Mika will give a cursory review for obvious issues. If you want more substantive feedback, let us know and Chris Segrin, Acting Associate Dean, can take a look.


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Section 6: The Teaching Portfolio

Prepared by Candidate

Three parts: Summary of Teaching; TCEs; "Teaching portfolio"

Part 1 (goes in the dossier): a 'Summary of Teaching'

- List of courses taught and scholarly activities that support teaching
- Teaching awards and grants
- Individual student contacts (i.e., advising, mentoring, internships, faculty advising of clubs, dissertation chair or committee memberships, etc.)
- Additional activities that support teaching (i.e., use of technology, participation in trainings from Office of Instruction and Assessment, etc.)


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Section 6: The Teaching Portfolio

Prepared by Candidate

Part 2 (goes in dossier): your TCEs

- Unit faculty affairs staff can pull the two required documents:
 - TCE Participation History
 - TCE Instructor's Short Comparison Report

Part 3 (does NOT go in dossier): a 'Teaching Portfolio'

- Syllabi, assignments and tests; grading rubrics
- Awards, kudos, nominations for teaching-related recognition
- Any work you've done to improve your teaching (a list of workshops, for example, offered through the Office of Instruction and Assessment)


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Section 7: Eval of Teaching/Advising

Prepared by Committee (with some 'mentoring up' by candidates/staff)

Unit committees have two roles with respect to evaluation of teaching:

1. A member of the committee should conduct a course visit to evaluate your teaching (resources available through the Office of Instruction and Assessment). This visit should be 'written up,' dated, and signed.
2. The committee needs to prepare a teaching evaluation **separate from their overall evaluation** for this section, similarly dated and signed, in which they present their evaluation of your summary of teaching, TCEs, and portfolio.

NOTE to dossier-compiler: TCEs go in Section 7.


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Section 8: Service/Outreach Portfolio

Prepared by Candidate, evaluated by Committee

OPTIONAL for P&T; required for CS&P

Goal: share information about your public engagements, and use documentation to demonstrate how those made an impact

- Research/creative activity (that benefits public or practitioner audiences; generated in collaboration with public)
- Instruction (i.e., credit and/or noncredit offerings for nontraditional audiences, community-based, media-dispersed)
- Service (i.e., provision of university resources/advice to community or other audiences)
- Commercial activity (tech transfer, copyrights, licensed, etc.)

NOTE: As with the Teaching Portfolio, most Service/Outreach Portfolio artifacts are NOT put in the dossier. Rather, your department committee writes a separate evaluation of this piece of your worklife for the dossier.


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Section 9: GIDP

Prepared by Head/Director

- A letter from the Director of your GIDP is expected

- Appendix C gives guidelines on how to discuss GIDP participation
 - Description of activities
 - Summary/Evaluation of Candidate's contribution to GIDPs or other interdisciplinary/multidisciplinary programs
 - Separate P&T Committee Summation of Candidate's GIDP Contribution, if appropriate


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Section 10: External Letters

Prepared by H/D with unit staff

Dossier will have 3-8 letters

Independent Evaluators

- You can provide your department with a list of options
- A max of half the letters in the dossier can be from your list (so: don't give too long a list, and don't list anyone overly obvious)
- OK to request that certain folks not be contacted
- **You aren't to know who is evaluating your work – evaluators remain confidential**

Collaborators

- Letters are permissible (preferred: a separate subfolder, like 10b)
- Ok for you to contact, but best for H/D to request letter
- Ditto for former students

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What do external reviewers 'review'?

Prepared by H/D and unit staff

The packet for external reviewers will include:

1. A proscribed cover letter (Appendices D & E)
2. A summary of workload assignment (Section 2)
3. Copies of departmental and college criteria (Section 3)
4. A CV in UA promotion format (Section 4)
5. A statement regarding program of work (Section 5)
6. A representative set of work [examples: articles; slides; tapes]
*Notice that these **don't** go in the dossier proper; UA reviewers will be looking to your personal statement and the external reviewer evaluations to gauge the importance and impact of your work. Unit customs shape what is sent.*

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Section 11: The Recommendations

Prepared by H/D, unit staff, and dean's office staff

- Each UA evaluator stop (unit committee, H/D, college committee, Dean, etc.) produces a letter with their recommendation. Recommendations are confidential.
- Candidates are notified of the H/D recommendation and of the Dean's recommendation once those are made
- For those with shared appointments:
 - A letter from each shared unit H/D is required
 - The department committee should include a member from the shared department


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About Appendices and Apocrypha

For H/D and candidates:

- Appendix A: Checklist for Shared Appointments

For H/D:

- Appendices D & E: Sample Letters to Outside Evaluators & Collaborators

For unit staff:

- Worksheets for Outside Evaluators – alpha order requested
- Template for Writing Bios of Outside Evaluators – ditto on alpha


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QUESTIONS?

- Feel free to ask:
 - Your unit Head or Director
 - A faculty mentor (whether officially appointed or not)

BUT remember, dossier requirements and promotion practices can change from year to year, so ALSO feel free to ask...

- Mika Galilee-Belfer, SBS Faculty Affairs
- Chris Segrin, Acting Associate Dean for Faculty Affairs and Inclusion