



THE COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES PROMOTION WORKSHOP FOR 2019-2020

Welcome SBS Faculty!

The slide header includes the College of Social and Behavioral Sciences logo (a stylized 'A' with 'ARIZONA' below it) and the text "COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - 'The People College'" followed by the website "sbs.arizona.edu".

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

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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)

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

Promotion Dossier Overview

The sections:

There are 11 sections, with “prepared by” clearly identified

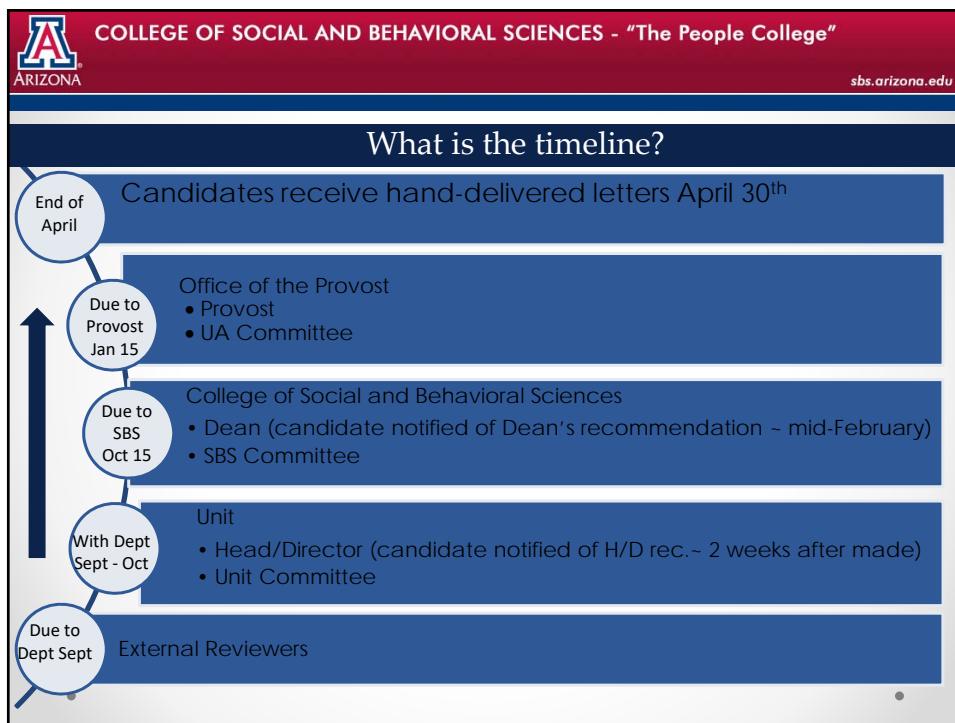
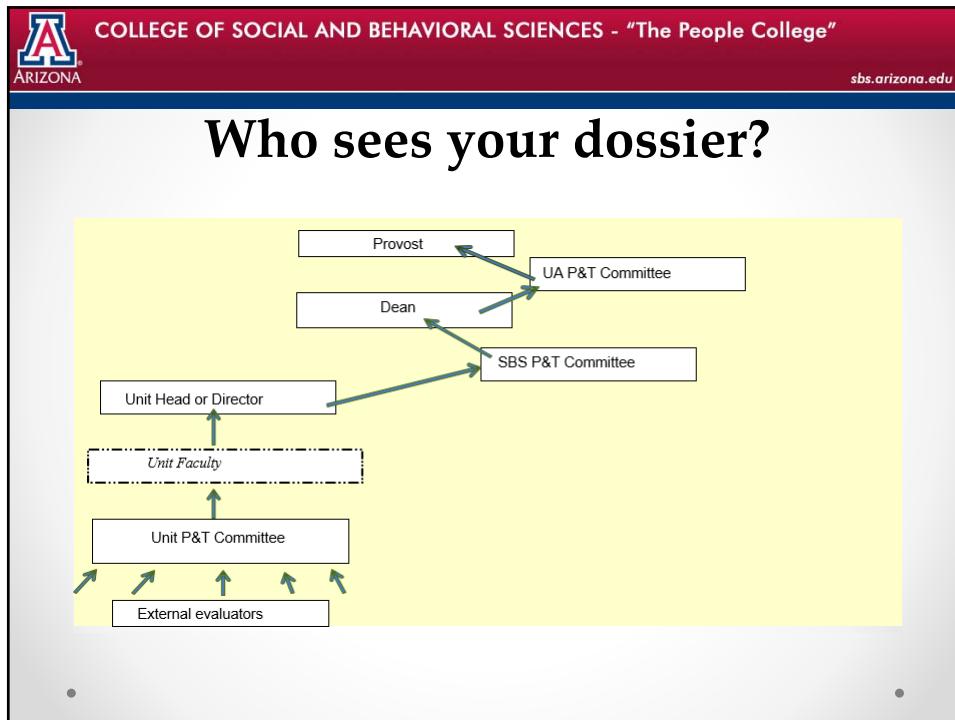
Two sections are optional (Section 8, Service/Outreach Portfolio and Section 9, participation in GIDP)

PROMOTION AND TENURE PROCESS

SECTION 1: SUMMARY DATA SHEET

DATE:	<input type="text"/>
NAME:	<input type="text"/>
EMPLOYEE IDENTIFICATION NUMBER:	<input type="text"/>
CURRENT TITLE:	<input type="text"/>
HIRE DATE (MONTH/YEAR):	<input type="text"/>
COLLEGE:	<input type="text"/>
CAMPUS ADDRESS:	<input type="text"/>
UA BUILDING:	<input type="text"/>
ROOM #:	<input type="text"/>
PO BOX#:	<input type="text"/>
SHARED APPOINTMENT:	<input type="checkbox"/>
TERMINAL DEGREE:	<input type="text"/>
MONTH/YEAR OF TERMINAL DEGREE:	<input type="text"/>
FINAL YEAR OF TENURE ELIGIBILITY:	<input type="text"/>
TITLE FOR WHICH YOU ARE APPLYING:	<input type="text"/>
FACULTY TRACK:	<input type="checkbox"/> TENURE ELIGIBLE <input type="checkbox"/> TENTURED <input type="checkbox"/> NON-TENURE TRACK
REVIEW TYPE:	<input type="checkbox"/> MANDATORY REVIEW <input type="checkbox"/> EARLY REVIEW <input type="checkbox"/> 3rd YEAR RETENTION
<input type="checkbox"/> PROMOTION (□) TO ASSOCIATE RANK WITH TENURE (□) (Check one box. If checked, attach a copy of the tenure committee's letter of recommendation for promotion to associate professor with tenure.)	
<input type="checkbox"/> PROMOTION TO FULL PROFESSOR WITH TENURE (Check one box. If checked, attach a copy of the tenure committee's letter of recommendation for promotion to full professor with tenure.)	
<input type="checkbox"/> TENURE ONLY NO PROMOTION IN RANK	
<input type="checkbox"/> FULL PROFESSOR RANK	
<input type="checkbox"/> NON-TENURE ELIGIBLE FACULTY PROMOTION TO ASSOCIATE RANK	
<input type="checkbox"/> NON-TENURE ELIGIBLE FACULTY PROMOTION TO FULL RANK	
FACULTY SERVICE ELSEWHERE AFTER TERMINAL DEGREE	
DISTINCTION:	<input type="text"/>
DATES:	<input type="text"/>
RANK/TITLE:	<input type="text"/>
FACULTY SERVICE AT THE UA	
DISTINCTION:	<input type="text"/>
DATES:	<input type="text"/>
RANK/TITLE:	<input type="text"/>

Approved by Department/Unit Head



 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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 % <i>Internal and External</i>								
Administrative Service %								
Clinical Service %								
Extension%								
Other Professional Activities% <i>Name & describe activity</i>								
Clock Delays or Leave(s)*								
Total	100%	100%	100%	100%	100%	100%	100%	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.

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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)

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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.

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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?)

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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>

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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.

•

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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.)

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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)

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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.

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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.

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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.

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu

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

• •

 COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - "The People College"
sbs.arizona.edu



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