



THE COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES
PROMOTION WORKSHOP FOR 2020-2021

Promotion 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

Promotion Overview

SBS has LOTS of resources. Here are a few:

- Guidelines on how to calculate workload
- A CV template in Word
- Examples of good (and not so good) candidate statements
- Templates for evaluation of the teaching portfolio (we'll get to that in a bit)
- And perhaps most importantly, faculty affairs peeps devoted to making sure SBS dossiers are flawless

Promotion Overview

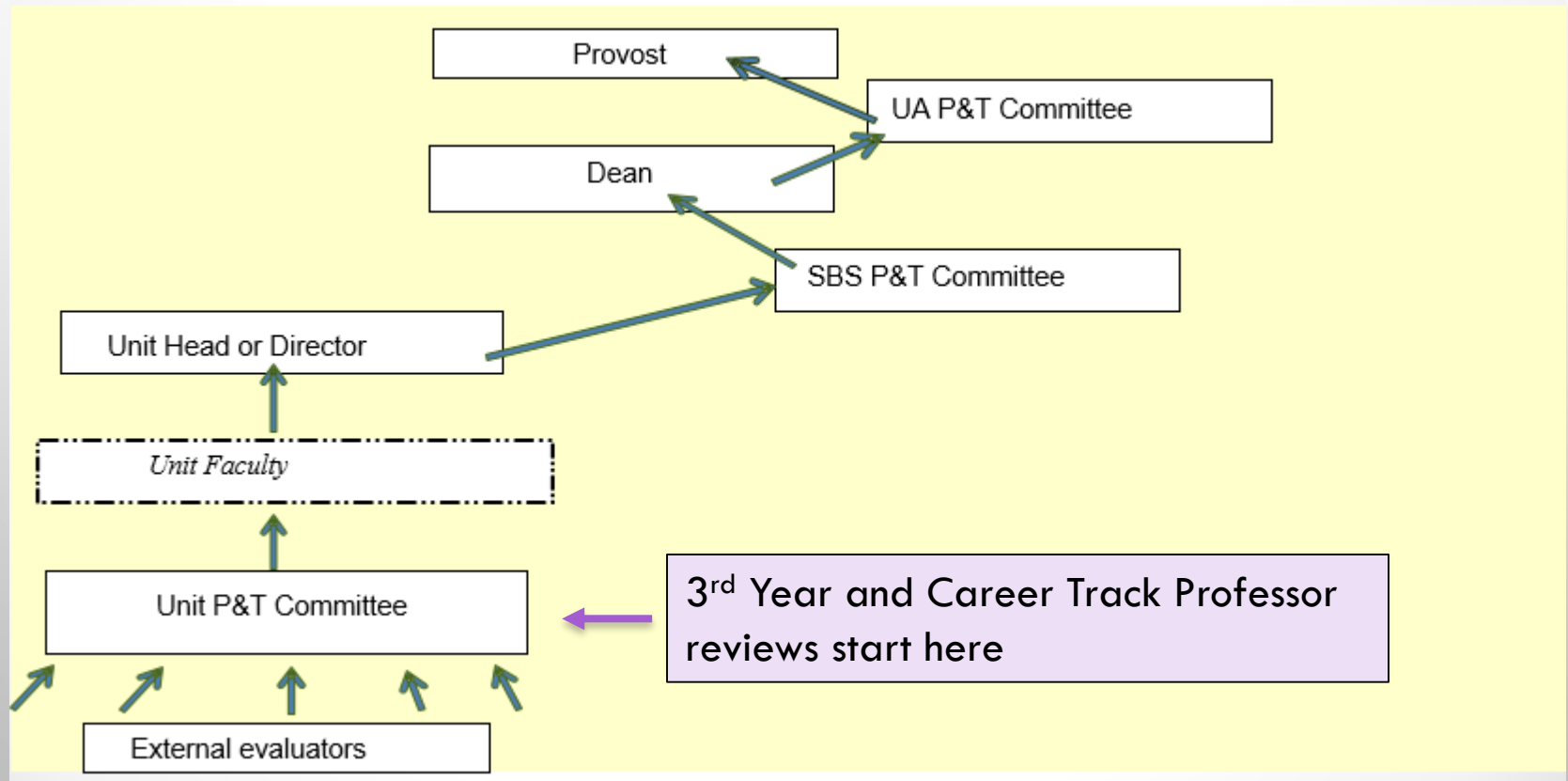
The basics:

- A Cover Sheet with your name, unit, and the words “Original Dossier for Promotion to...”
- Signatures on all forms (electronic signature is ok)

Changes for this year:

- ~~Colored paper dividers for each section~~
- ~~Single-sided once the dossier is ready for hard copy~~ — it’s all electronic this year!

Who sees your dossier?



...and the timeline for these steps:

Due to
Provost
Jan 15

Dossier goes to the **Provost**

- Provost
- UA P&T Committee

Due to
SBS
Oct 15

Dossier comes to the **College**

- Dean
- College P&T Committee

Sept - Oct

Dossier is with the **Unit**

- H/D
- Department P&T Committee → *Department Faculty (Vote)*

Summer-
time

- Faculty work on the parts of the dossier that *don't* go to External Reviewers
- Materials (but not entire dossier) go to External Reviewers

When do you hear about the status of your case?

- P&T and CS&P candidates get a brief memo **(a) when the H/D makes a recommendation** (usu around Oct 15), and **(b) when the Dean makes a recommendation**.
- At the college level these come out only when *all* dossiers in the college are reviewed (so a little later than Jan 15 most years, since we're a big college)
- There's no confidential information (the recommendations of the unit's review committee or the external evaluators, for example).

(Example: “In accordance with university policy, I received and have reviewed the materials related to your pending promotion case. Based on my evaluation of your submitted materials, the letters from external evaluators, and the recommendation of unit’s faculty and P&T committee, I am pleased to report that I have recommended your promotion to the rank of (new rank)”)

Dossier Sections (11 total)

Prepared, variously, by Head/Director or Faculty Member

- Each section has its own logic – grab a pen and let's do this thing.

Section 1: Data Summary Sheet

Prepared By Unit Head/Director

- This document summarizes who you are, what you are doing, and where you have been.

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.

Section 2: Workload Statement

Prepared By Unit Head/Director; Signed by Candidate

Faculty are evaluated on **work** relative to **workload**

- Teaching % is often flagged
 - If you've had TADA, course release, sabbatical, etc. and didn't teach for a semester, make sure to adjust the workload for that year accordingly

“Requirements to meet departmental expectations”

- Must be descriptive, NOT evaluative
 - **YES**: 40% teaching means four courses a year (alternately, Each course over an academic year is 10% FTE)
 - **NO**: Nate has done an exceptional job teaching four courses a year

Section 2: Workload Statement

Prepared By Unit Head/Director; Signed by Candidate

About “administration”

- This is a tough category, since admin as such is does not do much of the heavy lifting vis a vis tenurability
- 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”

Section 3: Unit and College Criteria

Prepared by Unit

The instructions...:

Tell you to make a one-page summary of criteria using Appendix B.

... but in reality:

Just use unit criteria and that of the college as-is; no need to mess about with a chart. It's all online:

- [Promotion & Tenure Guidelines](#) (for P&T and CS&P)
- [Promotion Guidelines for Career Track Faculty](#)

Section 4: CV and Collaborators

Prepared by Candidate

Follow the CV guidelines precisely – order, sub-headings, etc.

- Some sections are to include achievements in rank only
- Clarify which entries are peer reviewed if/as needed
- You can add new sections or sub-headings if needed
- Don't double-list entries (with very limited exceptions – check with us if you're unsure)

Remember – many of your CV readers won't be familiar with your discipline

Identify all Collaborators (UA uses NSF guidelines):

- Publication **Co-authors** and grant **co-PIs** over the last 60 months
- **Dissertation advisors** and **faculty mentors**

Section 4: CV and Collaborators

Prepared by Candidate

- SBS Faculty Affairs needs to see your CV before it goes to external reviewers
- We will catch any issues with **compliance, internal consistency, and clarity**
- We made a [CV in Word](#) for those who want; even if you don't want to use it, please check it out for important tips.
 - **For those who need external reviewers:** please submit in WORD format to <https://thehub.arizona.edu> no later than **May 15, 2020** so we can get it back to you well before it has to go out to external reviewers (over the summer).
 - For those undergoing 3rd Year reviews or Career Track Promotion reviews, your deadline is either **June 1** (if you want it before July) or **Aug 1**. No July reviews are available.

Section 5: Personal Statement

Prepared by Candidate

- 5 page limit, to include signature & ABOR language.
- DON'T rehash your CV – delve into the *whys* and *hows* rather than the *whats* on your CVs
- Frame what you do
- Focus on impact and importance of your work
 - Make statement readable/free of jargon
 - Avoid highly technical terms if possible
 - Get input from a range of readers
 - (But don't compliment yourself)

Want a close read from Faculty Affairs? Both Mika and Monica Casper can take a look. (*Not to brag, but these have been likened to 2nd and 3rd level edits – so like the CV review, our reads tend to be value-added*).

Section 6: The Teaching Portfolio

Prepared by Candidate

- Consider this a ‘summary of teaching’ CV
 - List of courses taught and scholarly activities that support teaching
 - Teaching awards and grants
 - Individual student contacts
 - Advising, mentoring, internships, faculty advising of clubs, dissertation chair or committee memberships, etc.
 - Additional activities that support teaching
 - Use of technology, participation in trainings from Office of Instruction and Assessment, etc.

Section 7: Eval of Teaching/Advising (1 of 2)

Prepared by Unit Committee

- Unit committees are intended to evaluate your teaching in a letter, within Section 7, *separate* from their overall evaluation (in Section 11).

Your responsibility is to give your committee material to evaluate.

Among the things you can provide:

- Documentation of contributions to departmental and university teaching
 - Evidence of effectiveness with students (examples of syllabi; grading rubrics; assignments and test to demonstrate appropriateness/currency of course content; full TCE reports help assess teaching effectiveness)
 - Awards, kudos, nominations, work you've done to improve your teaching
- The Unit Committee's evaluation goes in the dossier, but most of the materials you provide so they can *write* the letter do not (exception: TCEs, which are included in the dossier)

SECTION 7: EVAL OF TEACHING/ADVISING (2 OF 2)

PREPARED BY UNIT COMMITTEE

- In addition to the unit committees evaluation of your teaching, Section 7 also requires a teaching observation
- You must use [the UA template for these observations](#) (but don't let the fact that there are 80 questions throw you – the evaluator and evaluate should just pick ~ 20!)
- A member of your unit P&T Committee, a representative from OIA, **or** a Faculty Colleague may conduct this observation
- The observation should have taken place in the last year before the promotion bid

Section 8: Service/Outreach Portfolio

OPTIONAL for P&T; Required for CS&P; Prepared by Candidate

Goal: Communicate the scope and impact of your public engagements.

Research/creative activity

(i.e., that benefits public or practitioner audiences; that is 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/advise to non-unit audiences to solve problems or address issues)

Commercial activity

(i.e. tech transfer, copyrights, licensed, etc.)

*Make sure that any letters solicited from the community are solicited by the H/D using the collaborator solicitation letter.

Section 9: Membership in Graduate Interdisciplinary Programs

Prepared by Candidate, GDP, and Unit Committee

- See [Appendix C](#) (Guidelines for Acknowledgement and Evaluation of Faculty Participation in Graduate Interdisciplinary Programs and Other Interdisciplinary Units).
- It tells you what do write about if you're in a GDP.

Section 10: External Letters #1

Prepared By Unit Head/Director

- Dossier will have 3-8 letters
- Independent Evaluators
 - Going for the minimum of three letters is considered slightly dangerous
 - What if...
 - You can provide your department with a list of options
 - A **max** of half the letters in the dossier can be from your list
 - It is OK to request that certain folks not be contacted
- **You are not allowed to know who is evaluating your work**
 - **Evaluators remain confidential**

Section 10: External Letters #2

Prepared By Unit Head/Director

- Collaborators
 - Letters are permissible
 - Preferred: A clearly marked separate subfolder of Section 1
 - Section 10b
 - Unit H/D must request letters using Collaborator Template
 - Former students can write letters, but it is cleaner if the Unit H/D requests those as well.

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
- *You may want/need to remind your unit head that this is expected...we will send them a template for those who like templates.*
- For faculty with shared appointments:
 - A letter from each shared unit H/D is required
 - The department committee should include a member from the shared department

About Appendices and Apocrypha

For H/D and candidates:

- Appendix A: Checklist for Shared Appointments, if you have a shared appointment

For H/D:

- Appendices D & E: Sample Letters to Outside Evaluators & Collaborators
- Appendix C: if you're in a GIDP

For unit staff:

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

For no one:

- Appendix B, making a chart of P&T criteria

Quick Reference for External Reviewer Packets

- A curriculum vitae in P&T format (Section 4)
- Workload assignment summary (Section 2)
- Candidate Statement (Section 5)
- Copies of unit and college criteria (Section 3)
- A representative set of work [examples: articles; slides; tapes]

The #1 FAQ

- We know you don't halt all productivity when you turn in your CV; we know that works in progress become publications, etc.
- Still, the goal is for all reviewers – external, and each UA internal reviewer – *to see the same CV.*
- Additions are therefore only allowed when they are likely to have a dispositive effect on the case
- The absolute deadline for additions is Feb 1st.

A close-up photograph of a cactus stem, showing the intricate pattern of spines and the segmented structure of the plant. The lighting is dramatic, with strong highlights and deep shadows, emphasizing the texture of the cactus.

QUESTIONS?