



# Promotion Resources

These documents are revised each year for the launch of the process in May.

Information on promotion is provided at <https://facultyaffairs.arizona.edu/content/about-promotion>

- [Summary of Recent Changes](#)
- [Promotion & Tenure](#)
- [Continuing Status & Promotion](#)
- [Career-Track Faculty \(NTE\)](#)
- [FAQs for Career Track Faculty](#)
- [Promotion Presentation](#) (file will open as pptx)
- [Guide to the Promotion Process](#)
- [Templates for Dossiers](#) and related documentation (bottom of the page)
- [Promotion policies](#) such as [clock delays](#)
- Our [Inclusive View of Scholarship](#)
- Resources on preparing [Teaching Portfolios](#) and [Service and Outreach Portfolios](#)
- [College Criteria](#) for promotion, tenure and continuing status reviews and [career-track](#) reviews

## ADVICE FOR DEPARTMENT HEADS AND COMMITTEE MEMBERS

- Workload summary should be written without evaluative comments. [See Dossier template](#).
- Outside letters should not come from collaborators and others who worked closely with the candidate.
  - No more than half of the external letters can be from the candidate's list.
  - Negative comments in external reviews must be addressed by committees and/or head.
- Administrators and committee members should not have collaborated closely with the candidate.
- Collaborator letters provide ways for such individuals to assess candidate's work and impact.
- GIDP and joint appointments: review committees should include representatives such programs.
  - GIDP participation should be evaluated by a letter from a GIDP Chair.
- Follow the *The Protocol for Peer Review of Teaching* to ensure
  - reviewers meet with candidates before the teaching observation,
  - review the Teaching Portfolio as well as observe the teaching, and
  - conclude with a meeting to discuss observations.
- Committee votes with split opinions should be explained, and a minority opinion should be provided.

## ADVICE FOR CANDIDATES PREPARING DOSSIERS

- Use the [Guide to the Promotion Process](#) to think strategically about the Dossier
  - Make sure your Workload Statement is accurate, with course loads specified and changes from previous years included.
  - Use the Candidate Statement to frame your dossier (within the limit of 5 single-spaced pages).
  - Spend some time developing a well-organized and representative Teaching Portfolio.
  - Use the Service and Outreach Portfolio to document your leadership and impact, for example on curricular initiatives and bridge or other programs.
- Use the [Templates for Dossiers](#) to ensure the correct format for your curriculum vitae, including
  - page numbers and all details on publications,
  - clear distinctions between peer-reviewed and other publications,
  - dollar amounts for pending and awarded grants, and
  - a complete list of collaborators.
- Consult Teacher Course Evaluation FAQs on basic issues: <https://tce.arizona.edu/content/faqs>