

**CONTINUING STATUS AND PROMOTION PROCESS 2008-2009**

**SECTION I: SUMMARY DATA SHEET**

**Date** \_\_\_\_\_

Candidate: \_\_\_\_\_ University Address \_\_\_\_\_

Present Rank: \_\_\_\_\_

College: \_\_\_\_\_

Department: \_\_\_\_\_

Terminal Degree: \_\_\_\_\_

Month/Year of Terminal Degree: \_\_\_\_\_

Candidate now being considered for (check each category that applies):

- Promotion to Assistant Rank
- Promotion to Associate Rank and Continuing Status
- Continuing Status
- Promotion to Full Rank
- Reappointment in Rank
- Recommendation of termination after:
  - 2-year review  3-year review
  - 4-year review  5-year review

**NOTE REGARDING CONTINUING-ELIGIBLE FACULTY:** State final year candidate *must* come up for continuing status \_\_\_\_\_

**NOTE REGARDING VOTES ON CANDIDATES FOR CONTINUING STATUS AND PROMOTION TO ASSOCIATE RANK:** If a candidate is being considered for continuing status and promotion to associate rank, these issues shall not be separated in the vote or recommendation of reviewers.

**Faculty Service Elsewhere After Terminal Degree**

Institution	Dates*	Rank	Years*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Faculty Service at The University of Arizona**

Department/School (include joint/shared appointments)	Dates*	Rank	Years*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*include present fiscal year

## **SECTION II: JOB DESCRIPTION**

**Include:** Copies of all relevant job description materials including all signed and dated revisions to the original job descriptions.

The job description should

- Explain the candidate's workload, including importance and percentage of time devoted to teaching and advising, research, service/outreach or other activities as appropriate.
- Describe the role of the candidate within the department's mission and strategic plan.
- Include signature of candidate indicating agreement with the summary; **or if a disagreement exists**, include an explanation of differences prepared and signed by the candidate.
- Include signature of department head.

## **SECTION III: DEPARTMENTAL AND COLLEGE CONTINUING STATUS AND PROMOTION CRITERIA**

**Include:** Departmental and college promotion and continuing status criteria for the appropriate position and rank as an aid to the Advisory Committee in its deliberations. You may also include the full set of criteria if you feel that would be helpful.

## SECTION IV: CURRICULUM VITAE AND CANDIDATE STATEMENT

- Chronology of Education**
  - All colleges and universities attended
  - Institutions, degrees and dates awarded
  - Title of doctoral dissertation/master's thesis *and* name of director/advisor
  - Major field(s)
  
- Chronology of Employment**                       **Honors and Awards**
  
- Service/Outreach** (For last 5 years, or period in current rank)
  - Local/state outreach
  - National/international outreach
  - Departmental committee(s)
  - College committee(s)
  - University committee(s)
  - Other committees (internal or external)
  
- Publications/Creative Activity (Published or Accepted)**

List the candidate's publications/creative activity in chronological order. For foreign publications, provide English translations of titles. Place an \* to the left of the title of any publication substantially based on work done as a graduate student. **Normally the curriculum vitae should *not* include abstracts, research reports, or conference proceedings unless peer-reviewed.**

  - Scholarly books and monographs (distinguish scholarly works vs. textbooks)
  - Chapters in scholarly books and monographs (distinguish scholarly works vs. textbooks; distinguish chapters presenting original research of candidate, not reported elsewhere, from chapters reporting prior research, reviewing the state of the field, etc.)
  - Refereed journal articles, published or accepted in final form
  - Electronic publication; peer-reviewed:     yes     no
  
- Other Publications**
  - Abstracts
  - Conference Proceedings
  - Professional Pamphlets
  - Curricula
  - Research Reports
  - Bibliographies
  - Computer Programs
  - Other
  
- Work in Progress**
  
- Media**
  - Performances
  - Shows
  - Exhibits
  - Videotapes

#### **SECTION IV: CURRICULUM VITAE AND CANDIDATE STATEMENT (cont.)**

- Scholarly Presentations** (for last 5 years, or period in current rank; distinguish invited vs. submitted presentations)
  - Colloquia
  - Seminars
  - Symposia
  - Conferences
  
- Community Presentations**

This may include, for example, informal outreach presentations not part of a planned educational program.
  
- Grants and Contracts** (List percent effort on grant; role [PI, Co-PI]: source and amount)
  - Federal
  - State
  - Industry
  - Private foundations
  
- Signed Statement by Candidate**

The candidate's signature should appear on the last page of the curriculum vitae with the following statement:

*This a true and accurate statement of my activities and accomplishments. I understand that misrepresentation in securing continuing status and promotion may lead to dismissal or suspension under ABOR Policy 6-301 I.2.b.*
  
- Candidate Statement of Objectives on Teaching, Research and Service (3-5 pages)**

This statement should describe how teaching, research and service each contributes to form a complete picture of the candidate's responsibilities and objectives as a faculty member. Include a clear statement of accomplishments and goals. The section on teaching should provide a succinct account of the candidate's philosophy on teaching and advising, what the rewards of teaching and advising are for the candidate, what problems may have been encountered and what improvements may have been made. Service should include internal and external activities. To the extent possible, the statement taken as a whole should show how the candidate integrates these areas toward achieving his/her objectives.

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## SECTION VA: EVALUATION OF TEACHING AND ADVISING

(Some items listed in this section may not apply in all cases. This section should be completed if the candidate has responsibility for teaching one or more credit classes.)

Note: Teaching should be interpreted to include activities both inside and outside the classroom, for example, mentoring graduate students as a key component of graduate education.

- Extent of Teaching** (prepared by candidate)  
List of courses taught during last 5 years and enrollment
  
- Teaching Awards and Grants** (prepared by candidate)
  - Department/college
  - National/international
  - University
  - Grants for teaching innovations
  
- Individual Student Contact** (prepared by candidate)
  - Advising (number of undergraduate and graduate advisees)
  - Office hours
  - Mentoring
  - Career counseling
  - Participation in honors program
  - Faculty advisor of clubs
  - Off-campus internships/observations
  - Clinical instruction
  - Independent studies (in progress)
  - Independent studies directed last 5 years
  - Theses in progress
  - Theses directed last 5 years
  - Dissertations in progress
  - Dissertations last 5 years
  - Service on dissertation committees, other than as advisor
  
- Development and scholarly activity supporting teaching; use of technology; etc.** (prepared by candidate)
  
- Evaluation of Teaching and Teaching Portfolio** (prepared jointly by candidate and department head or departmental committee) to include summaries of the following components.
  - **Student Evaluations of Teaching**
    - Quantitative summary of student questionnaire results (do *not* provide individual questionnaire forms; explain scoring of forms; provide basis for comparison with other faculty in unit)
    - Summary of student interviews or comments on questionnaires (2-page limit)
    - Feedback from graduates
  
  - **Peer Review**
    - Instructional preparation and planning (assessment of representative syllabi, tests, assignments, appropriateness and currency of course content)
    - Scholarly activity supporting teaching
    - Extent of teaching
    - Classroom visitation (assessment of, e.g., instructional delivery, student response)
    - Contributions to departmental and university teaching
    - Comparison to other faculty
    - Assessment of success of candidate's students

## SECTION VB: EVALUATION OF EDUCATIONAL OUTREACH

(Some items listed in this section may not apply in all cases. This section should be completed if the candidate has responsibility for a major outreach program, such as in Cooperative Extension, University Library, etc.)

- Extent of Educational Outreach Program**  
The candidate in consultation with unit head or heads develops a description of the service or other educational program(s) of the candidate. This should include a short description of each major component of the candidate's program.
- Program Identification and Development**  
Describe program goals and objectives. Describe how the need for the program and its components was derived and communicated to potential audiences.
- Program Implementation**  
Describe program implementation, including seminars, workshops, newsletters, publications, and other methods. Include agency and/or group relationships, partnerships, and collaborations.
- Program Evaluation**
  - Performance Measures  
Describe the measures of program success and how they are obtained.
  - Program Accomplishments  
Describe the level of program accomplishment using performance measures described above.
- Program Awards & Grants**
  - Department/college
  - University
  - National/international
- Grants for educational programming innovations

## **SECTION VI: DOCUMENTATION FOR INTERDISCIPLINARY CANDIDATES (Optional)**

- Candidate's description of relevant activities in the Interdisciplinary Graduate Program (e.g., in curriculum vitae and statements on research and teaching).
- Written evaluation of candidate by chairperson of the relevant interdisciplinary graduate program, provided to departmental promotion and tenure committee, and included in dossier.
- Additional information (if appropriate) from the Director of Interdisciplinary Graduate Programs, provided to the departmental promotion and tenure committee and included in the dossier.

## **SECTION VII: LETTERS FROM OUTSIDE EVALUATORS**

**Note to candidate and to department head:** The function of the outside evaluators is to

provide *independent* assessments of the candidate's work and professional standing. For this reason, it is essential that the candidate not influence, or attempt to influence, the assessment provided by the outside evaluators. The candidate may submit names of possible evaluators to the department head; however, no more than half of the total evaluators may be from the candidate's list.

If the candidate has engaged in extensive collaboration, and the ability of the candidate to make independent contributions may be difficult to ascertain, it may be helpful to request letters from one or more of his/her collaborators, describing the extent and nature of the candidate's contribution to the collaboration

A sample letter to outside evaluators is included as Appendix A. Deviate from the wording of the sample letter only with the permission of your dean. The content of all questions must be included in your letter unless you have permission from the provost to eliminate.

Include in the dossier:

- One sample copy of request letter sent by department head or head of department review committee**
- Summary of process used to select outside evaluators to be provided by department head**
  - List all outside evaluators recommended by candidate
  - List additional outside evaluators recommended and by whom
  - List all outside evaluators contacted whether or not they agreed to serve as evaluators
  - Describe criteria used in selecting outside evaluators
  - Describe who selected final list of outside evaluators
- Brief statement on each evaluator's national or international standing**  
(Identify those who can be judged as independent of the candidate. **Do not** include full CV.)
- Letters from Outside Evaluators (No more than 50% should be from candidate)**
  - Three to eight letters from similar academic departments outside the University of Arizona dated within one year of the department committee's report
  - All letters must be from *independent*, outside evaluators who are not the candidate's major professor, co-author, dissertation advisor, or otherwise closely associated with candidate
  - All* letters received from outside evaluators must be included and signed
- Letters from Collaborators**
  - Letter(s) describing extent and nature of candidate's contribution to collaboration when candidate has engaged in extensive collaborative work
- Letters of Evaluation (optional)**  
(Department heads should clarify how letters of evaluation were solicited.)
  - By University of Arizona faculty colleagues (no more than 2)
  - By clientele or program users
  - By present or former graduate students

## **SECTION VIII: RECOMMENDATIONS FOR CONTINUING STATUS AND/OR PROMOTION**

**Note:** If a candidate is being considered for continuing status and promotion to the associate rank, these issues shall not be separated in the vote or recommendation of reviewers.

- Summary of Recommendations**
  - Recommendation of department committee (votes on continuing status/promotion)
  - Recommendation of department head
  - Recommendation of college committee (votes on continuing status/promotion)
  - Recommendation of dean
  
- Report of Department Committee**
  - Addressed to department head/director
  - Votes on continuing status/promotion
  - Evaluation of candidate
    - Teaching and advising
    - Research, scholarship, creative activities
    - Service
  - Minority view on split vote
  
- Department Head's Recommendation**
  - Addressed to the dean
  - Recommendations on continuing status/promotion
  - Own opinion, views and comments, including analysis of *impact* of candidate's professional activities and contributions
    - Teaching and advising
    - Research, scholarship, creative activities
    - Service
  
- College Committee's Report**
  - Addressed to the dean
  - Votes on continuing status/promotion
  - Evaluation of candidate, including analysis of *impact* of candidate's professional activities and contributions
    - Teaching and advising
    - Research, scholarship, creative activities
    - Service
  - Minority view on split votes
  
- Dean's Recommendation**
  - Addressed to the provost
  - Recommendation on continuing status/promotion
  - Own analysis and evaluation, including analysis of *impact* of candidate's professional activities and contributions
    - Teaching and advising
    - Research, scholarship, creative activities
    - Service