

PROMOTION AND TENURE PROCESS 2009-2010

SECTION I: SUMMARY DATA SHEET

Date _____

Candidate: _____

University Mailing 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 Professor
- Promotion to Associate Professor and Tenure
- Tenure only
- Promotion to Professor
- Reappointment in Rank
- Recommendation of termination after:
 - 2-year review 3-year review
 - 4-year review 5-year review

NOTE REGARDING TENURE-ELIGIBLE FACULTY: State final year candidate *must* come up for tenure _____

NOTE REGARDING VOTES ON CANDIDATES FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR: If a candidate is being considered for tenure and promotion to associate professor, 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 and list any tenure clock delays or approved leave of absences

SECTION II: SUMMARY OF CANDIDATE'S WORKLOAD ASSIGNMENT

One-page statement prepared by the department head summarizing the candidate's assigned workload. **This summary should describe the candidate's duties and not evaluate the candidate's contributions.** Department heads have other opportunities in the promotion and tenure process to evaluate the candidate's contributions.

- Explain candidate's workload, including importance and percentage of time devoted to teaching and advising, research and service/outreach. Specify what a figure such as "40% teaching" generally entails. If this workload assignment has changed over the course of the promotion and/or tenure period, you should specify those changes in a table such as this:

	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
TEACHING						
RESEARCH						
SERVICE/OUTREACH						
OTHER (DESCRIBE ACTIVITY)						
TOTAL	100%	100%	100%	100%	100%	100%

- Note any approved leaves or delays in the promotion and tenure timeline to ensure that they are not misunderstood by external reviewers and others involved in the tenure process. Delays in the timeline should be described, for example, by stating that "Tenure clock stoppage was approved for 2004-5." To preserve candidates' privacy rights, the dossier should not state reasons for delays but should only specify the approved timeline changes.
- Describe the role of the candidate within the department's mission and strategic plan.
- Signature of candidate indicating agreement with the summary; **or, if a disagreement exists**, include an explanation of differences prepared and signed by the candidate.
- Signature of department head.
- The dated workload description that was sent to external reviewers should be included in the portfolio. If subsequent revisions in the workload description were made, a separate dated workload description may be included along with the one sent to reviewers.**

SECTION III: DEPARTMENTAL PROMOTION AND TENURE GUIDELINES

Include: *Relevant parts* of departmental *and* college promotion and tenure criteria summarized using the one-page format (see example in Appendix B) as an aid to the University Advisory Committee in its deliberations. (You may also include the full set of guidelines if you feel that would be helpful).

SECTION IV: CURRICULUM VITAE PREPARED BY CANDIDATE

- 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 translation of title. Place an * to left of 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

- Work in Progress**

- Media**
 - Performances
 - Shows
 - Exhibits
 - Videotapes

- Scholarly Presentations** **Grants and Contracts**

(for last 5 years, or period in current rank; distinguish invited vs. submitted presentations)

 - Colloquia
 - Seminars
 - Symposia
 - Conferences
 - (list percent effort on grant; role [PI, co-PI]; source and amount)
 - Federal
 - State
 - Industry
 - Private foundations

SECTION IV: CURRICULUM VITAE (cont.)

List of Collaborators on Grants and Publications from Last Five Years

The promotion and tenure process looks to the conflict of interest principles set by such agencies as NSF and NIH. As noted under *Standing Committees* in the “Instructions for Deans Directors and Department Heads,” an individual who has coauthored substantial grants or publications with candidates within the last five years should not serve as an external reviewer. Collaborators are defined as individuals who have collaborated with the candidate within the sixty months preceding the submission of the dossier in coauthoring books, articles, abstracts, or papers; submitting grant proposals; or co-editing journals, compendia, or conference proceedings. Collaborators who have worked closely in an ongoing way with a candidate should generally recuse themselves from voting on the candidate when serving on department or college committees or serving as department heads or deans in the promotion and tenure process. If the candidate has not collaborated with anyone in these roles in the last five years, this point should be explicitly noted on the curriculum vitae under “List of Collaborators.”

Signed Statement by Candidate

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

This is a true and accurate statement of my activities and accomplishments. I understand that misrepresentation in securing promotion and tenure may lead to dismissal or suspension under ABOR Policy 6-201 J.1.b.

Candidate's Statement of Accomplishments and Objectives on Research, Teaching and Service/Outreach (3-5 pages)

This statement should describe how each area contributes to form a complete picture of the candidate's responsibilities and objectives as a faculty member. It should tie directly to Section II: with Section II being focused on **assignment** and this statement being focused on **results** with a holistic emphasis. Research is understood to include 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/outreach should include internal and external activities. To the extent possible, the statement taken as a whole should show how the candidate integrates these three areas toward achieving his/her objectives.

SECTION V: EVALUATION OF TEACHING AND ADVISING

(Some items listed in this section may not apply in all cases.)

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
 - University
 - National/international
 - 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 VI: DOCUMENTATION FOR INTERDISCIPLINARY CANDIDATES

- 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 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 assessments provided by 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 D. Deviate from the wording of the sample letter only with the permission of your dean. The content of all questions included in the sample letter must be included in your letter unless you have permission from the Provost's Office 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% of letters should be from candidate)**
 - Three to eight signed 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 must be signed**
 - Letter(s) describing extent and nature of candidate's contribution to collaboration when candidate has engaged in extensive collaborative work

- Letters of Evaluation**

Department heads should clarify how letters of evaluation were solicited.

 - By University of Arizona faculty colleagues
 - By present or former graduate students

SECTION VIII: RECOMMENDATIONS FOR PROMOTION AND/OR TENURE

Note: If a candidate is being considered for tenure and promotion to associate professor, these issues shall not be separated in the vote or recommendation of reviewers. All members of the departmental and college committees should sign the committees' reports.

- Summary of Recommendations**
 - Recommendation of department committee (votes on tenure/promotion)
 - Recommendation of department head
 - Recommendation of college committee (votes on tenure/promotion)
 - Recommendation of dean

- Department Committee's Report**
 - Addressed to department head/director
 - Votes on tenure/promotion
 - Evaluation of candidate
 - Teaching and advising
 - Research, scholarship, creative activities
 - Service
 - Minority viewpoint if there was a split vote**

- Department Head's Recommendation**
 - Addressed to the dean
 - Recommendations on tenure/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 tenure/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 tenure/promotion
 - Own analysis and evaluation, including analysis of *impact* of candidate's professional activities and contributions
 - Teaching and advising
 - Research, scholarship, creative activities
 - Service