

# Promotion and Tenure

You will find your third-year retention review and 6<sup>th</sup> year mandatory review schedule in your offer letter.

## Policies

The *University Handbook for Appointed Personnel (UHAP)* provides policies for personnel procedures. Promotion procedures for tenure and career-track faculty (nontenure-eligible) are covered by **Chapter 3.3**

- Review attached document
- <http://policy.arizona.edu/employmenthuman-resources/promotion-and-tenure>

## Overview of Promotion Review Process

In the Spring semester, the Vice Provost for Faculty Affairs sends out a memo to all faculty officially launching the promotional process. Michelle will also notify you of any upcoming reviews.

Reviewers and candidates should review the updated submission and review process. It is important to closely adhere to the guidance to help maintain a high level of rigor in the reviews and to avoid any disruption of the promotion review process.

## Important Documents You Should Review!

- Advice on preparing and reviewing promotion dossiers is provided by the University's Guide to the Promotion Process:
  - <https://facultyaffairs.arizona.edu/content/guide-promotion-process>
- P & T Dossier Templates & Guidelines:
  - <https://facultyaffairs.arizona.edu/promotion-dossier-templates>
- FAQ's/Common Problems Reference Guide:
  - <https://facultyaffairs.arizona.edu/common-problems-promotion-dossiers>

## Promotion Workshops

The Vice Provost for Faculty Affairs conducts the following annual promotional workshops in the spring. Workshop presentations cover topics such as: Going Up for Full, Preparing for Promotion on the Career Track, Making a Statement for Promotion, and Teaching and Outreach Portfolios that Document Impact, Innovation, and Leadership. *Highly recommended!*

- <https://facultyaffairs.arizona.edu/promotion-workshops>

**Departmental Timeline** (subject to change depending on availability of the committee)

- Confirm Candidates – March
- Preparation of Dossier by Candidates who Require External Evaluations: March – May/June
- Candidate delivers dossier to the Department: May/June
  - Candidates should submit their dossier to P&T department coordinator, Michelle Garcia, at least 2 weeks in advance of the deadline so she can review the packet and provide feedback.
- Candidate provides a list of potential outside evaluators to the committee: May/June
  - Candidates will provide the names of 3-5 potential referees. These referees should be independent, outside evaluators who have not collaborated with the candidate within the last 5 years.
- Letters requesting review are sent to External Evaluators – May/June
- Gather documents for 3-year reviews – August
  - No external reviewer letters are required
- Departmental Committee Review and Letter – September
- Department Head Review and Letter – Early October
- Dossier delivered to Dean’s Office: October 15
- College Committee Review and Letter: October 16 – December 14
- Dean’s Review and Letter: December 15 – January 13
- Dossiers due in Office of the Provost: January 15
- University Committee Review and Letter: January – April
- Provost’s letters of decision sent to candidates: Last week of April

**Departmental Criteria for Promotion to Associate Professor and Full Professor**

- Review attached document
- Criteria can also be found at: <https://www.geo.arizona.edu/promotionandtenure>

## **College of Science Criteria for Promotion to Associate Professor and Full Professor**

- Review attached document

### **Peer Reviews**

After you have begun employment, you should obtain peer reviews on a regular basis in order to receive feedback on your teaching and to ensure that you are making progress toward promotion. If you are coming up for promotion during a P&T cycle, the candidate should solicit faculty to conduct peer reviews within the year you are being reviewed. A member of the departmental P&T committee will also conduct a peer review.

The Geosciences departmental policy states that you should schedule at least 2 evaluations in 2 separate courses, preferably in both an undergraduate and graduate class, for a total of 4 evaluations, if possible.

- Review attached document
- Policy can also be found at: <https://www.geo.arizona.edu/peerteachingevaluations>