

**TO:** Deans, Directors, and Heads  
**FROM:** Thomas Miller, Vice Provost for Faculty Affairs  
**SUBJECT:** Promotion Reviews for Tenure and Continuing-status Candidates in 2015-2016  
**DATE:** May 12, 2015



This memo initiates the review process for promotion, tenure and continuing status. Reviewers and candidates are encouraged to consider the University's "inclusive view of scholarship" to help align all promotion reviews with our strategic priorities, including ongoing efforts to expand our business and community collaborations, deepen our interdisciplinary collaborations, and engage students in hands-on learning opportunities: <http://facultyaffairs.arizona.edu/content/promoting-inclusive-view-scholarship>.

Promotion Dossiers include opportunities for candidates to document their contributions to these priorities, as discussed in the *Guide to the Promotion Process*. The *Guide* is a resource for candidates who are preparing Dossiers as well as heads and faculty who mentor candidates. The *Guide* provides advice on how to represent various contributions and avoid common problems. To ensure that candidates are informed about promotion procedures, heads and directors should provide each candidate with a copy of this letter to alert them to the *Guide* and related resources: <http://facultyaffairs.arizona.edu/promotion>.

Various campus groups have worked to strengthen peer reviews of teaching. For the last two years, all Dossiers have been required to include a Teaching Portfolio, a teaching observation, and a review of candidates' instructional materials. To support these requirements, Dr. Ingrid Novodvorsky in the Office of Instruction and Assessment has developed a Peer Review Protocol: <http://oia.arizona.edu/project/peer-review-teaching-protocol>. If departments use student evaluations other than Teacher-Course Evaluations, then comparison group norms must be cited.

Building upon the University's longstanding investment in interdisciplinary collaborations, a series of campus forums was sponsored over the last year by Heads Up to better support multidisciplinary. Related provisions for recognizing interdisciplinary collaborations have been highlighted in the *Guide* and Dossier Template. For example, representatives from GIDPs and other interdisciplinary units should be included on departmental committees. Such representatives must be included for candidates with split appointments.

Each year about one hundred Dossiers are reviewed by promotion committees across campus. The recommended schedule for reviews is included in the *Guide*. To avoid delays in the review process, the *Guide* includes a Checklist for Departments and Colleges that focuses on the problems that most often result in delays arising from Dossiers being returned to departments to rectify errors: <http://facultyaffairs.arizona.edu/dossier-review-checklist>.

A hard copy and an electronic copy of each dossier should be submitted by deans' offices to the Office of the Provost, no later than January 15, 2016. The University Advisory Committee on P&T and the University Advisory Committee on CS&P need to begin their deliberations in mid-January to be able to advise the Provost on the decisions that are announced on the last work day in April each year.

Promotion reviews are one of our most intensive service commitments. As we initiate the review process, please join me in thanking the hundreds of faculty who will serve on department, university, and college committees over the coming year, and all of our colleagues who mentor candidates through this complex process. We all owe a special debt of thanks to our colleagues who serve on the University P&T and CS&P committees who review about one hundred dossiers each spring.

If you have questions about Dossiers, please contact Kat Francisco at 626-0202 or [ksexton@email.arizona.edu](mailto:ksexton@email.arizona.edu).

