**Promotion Dossier Preparation Guidelines**

**School of Plant Sciences**

**March 2024**

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**Summary**

The School of Plant Sciences is committed to providing guidance and mentoring for all faculty through the promotion process. In addition to and in preparation for the mandatory three-year and six-year reviews for tenure and continuing track faculty, and for advancement of career track faculty, we require yearly dossier reviews by the Academic Personnel Policies Committee (APPC – Promotion, Tenure and Continuing Committee).

**Important dates for dossier submission**Dossiers are submitted to the School Director with the approximate dates as follows (specific dates may vary year-to-year and will be provided by the School Director each year):

* Informal yearly reviews for tenure, continuing, and career track faculty: August 1st each non-mandatory review year
* Mandatory three-year review for tenure and continuing track faculty: July 1st of the appropriate year (NB. This review includes evaluation steps up to the College and does not involve outside reviewers)
* Mandatory six-year review for tenure and continuing track faculty: June 1st of the appropriate year
* Promotion reviews for career track faculty: June 1st of the appropriate year

**Peer review of teaching**

Dossiers for three- and six-year mandatory reviews for teaching/research (tenure track) faculty must include at least one review completed for teaching in the year of the promotion application. Specific peer evaluation templates must be used for this evaluation and can be found in sections 9A and 9B of the Promotion Dossier Templates. This peer review must be conducted by a faculty member of equal or greater rank than the instructor (e.g., assistant rank faculty can be reviewed by an associate or full rank faculty member; associate faculty must be reviewed by a faculty member at full rank) and who is on the same (tenure) track. Reviewers must be chosen in consultation with the School Director.

Dossiers for promotions for career-track faculty must include at least one review completed for teaching in the year of the promotion application. This peer review must be conducted by a faculty member of equal or greater rank than the instructor (e.g., assistant rank faculty can be reviewed by an associate or full rank faculty member; associate faculty must be reviewed by a faculty member at full rank) and who, if possible, is on the same (career) track. Reviewers must be chosen in consultation with the School Director.

As part of your development as an instructor, it is recommended that you request peer evaluations regularly (including a broad spectrum of colleagues with repeated evaluations to allow demonstration of instruction development/improvement).

**Dossier preparation**

University guidelines for dossier preparation can be found [here](https://facultyaffairs.arizona.edu/promotion-dossier-templates). The most current promotion policies are provided in the University Handbook for Appointed Personnel ([UHAP](https://policy.arizona.edu/employment-human-resources/promotion-and-tenure?_gl=1%2A6slii9%2A_ga%2AMTAzODg0NTQ0Ni4xNjkwMzA1Mjg4%2A_ga_7PV3540XS3%2AMTcxMDUxOTAzOS4xOS4wLjE3MTA1MTkwMzkuNjAuMC4w)) 3.3 (career and tenure track) and 4A.3 (continuing track). The School of Plant Sciences follows the College of Agriculture, Life and Environmental Sciences ([CALES) guidelines](https://compass.arizona.edu/faculty/promotion/guidelines-criteria). There may be small changes in dossier guidelines from year to year, so reading and adjusting dossiers yearly is critical. There should be no deviation from the format provided – the goal is to make accomplishments easy to see and evaluate. It is recommended that candidates complete dossier preparation early enough to give mentors (and any other colleagues solicited) sufficient time to provide feedback before submission.

**The process once the dossiers have been submitted**

Informal yearly reviews: the dossier is reviewed by the APPC and comments are shared with the School Director in a formal letter (for the School Director’s eyes only). The School Director independently reviews the dossier. Once the evaluations are complete, the School Director meets with the junior faculty member and talks about strengths of the faculty member’s program and areas on which to focus for the coming year. If necessary, the faculty member and the School Director agree on activity changes that will allow the needed change in focus.

Three-year review (mandatory for tenure and continuing track faculty; this review includes evaluation steps up to the College and does not involve outside reviewers): the dossier is reviewed by the APPC and comments are shared with the School Director in a formal letter (for the School Director’s eyes only; this letter includes a vote of retain/do not retain). The School Director independently reviews the dossier and writes a letter which encapsulates her/his opinion (including retain/do not retain) as well as comments and the vote of the APPC. The letter is sent to the Dean of CALES with a final decision of retain or do not retain.

Six year-review (mandatory for tenure/continuing track faculty) and voluntary promotion applications for career track faculty (no specified timetable): the dossiers are sent out for external review. Reviewers are suggested by the candidate and independently by the School Director, both must provide information on the aspects of the candidate’s program each expert they suggest can evaluate. Reviewers must be of higher rank than the candidate and conflicts of interest must be identified and avoided. There must be a significant preponderance of full-titled reviewers and more external review letters must be received from the Director’s list than the candidate’s list. Once the external reviews are received and the dossier is complete, it is reviewed by the APPC and comments are shared with the School Director in a formal letter (for the School Director’s eyes only. The letter is also included in the dossier for review at levels above that of the unit; letters include a vote of award/do not award tenure/continuing and addresses promotion, if applicable). The School Director independently reviews the dossier and writes a letter which encapsulates her/his opinion (including vote of award/do not award tenure/continuing and addresses promotion, if applicable) as well as comments and the vote of the APPC. The letters are sent to the Dean of CALES and the process moves through the University system with a final decision of promotion, and tenure/continuing (as appropriate).