

## PROMOTION & TENURE GUIDELINE & TIMELINE – COLLEGE OF OPTICAL SCIENCES (rev. July 2020)

Faculty Affairs Provost Office manages and updates P&T policy and procedures. Refer to website for most current policy. <https://facultyaffairs.arizona.edu/>.

**\*\*COVID-19: Due dates extended 1-month for cases submitted FY20-21\*\***

### FORMS & LINKS

COVID-19/Extended due dates: <https://facultyaffairs.arizona.edu/covid-19-context>

P&T – Guide to Promotion Process: <https://facultyaffairs.arizona.edu/content/guide-promotion-process>

Career-Track Faculty: <https://facultyaffairs.arizona.edu/content/career-track-faculty>

Dossier Template & Checklist: <https://facultyaffairs.arizona.edu/content/promotion-dossier-templates>

Teaching Portfolio Info: <https://facultyaffairs.arizona.edu/content/teaching-portfolios-and-reviews>

OIA Classroom Observation Tool: <http://teachingreview.oia.arizona.edu/> (downloadable tool)

OSC Faculty Evaluations by Students: <http://www.optics.arizona.edu/academics/course/evaluations>

Mandatory Review Policy – 3<sup>rd</sup> & 6<sup>th</sup> year: <https://facultyaffairs.arizona.edu/content/about-reviews>

### **MANDATORY (TE) 3<sup>rd</sup> YEAR FACULTY REVIEW/RETENTION/ CAREER TRACK (NTE) FACULTY REVIEW FOR PROMOTION:**

**CT Cases due from Dean's Office to Provost Office:**

**January 15, 2021**

The 3<sup>rd</sup> Year Review for TE faculty consists of all elements of the 6<sup>th</sup> Year Review, with exception of external evaluations. The third-year review becomes in effect a dress rehearsal for the sixth year review.

Same guidelines applicable to Career-Track (CT/NTE), as well as Tenure-eligible (TE) faculty, however due dates differ slightly and external evaluators not required. Collaborator letters of support make for stronger case .

**Due from Candidate to Departmental Review Committee:**

**(CT): October 15<sup>th</sup>**

**(TE) November 1<sup>st</sup>**

- Dossier - P&T dossier format required (template link provided above)
- Dossier Checklist – complete fields in coversheet and check mark (√) applicable categories on checklist
- Candidate Statement on Teaching, Research and Service/Outreach (*NTE: as applicable*)
- Candidate Teaching Portfolio (*scholarship, teaching, advising (NTE: as applicable)*)

**Due from Departmental Review Committee to Dean's Office:**

**(CT) November 1<sup>st</sup>**

**(TE) November 15<sup>th</sup>**

- Written recommendation by Review Committee addressed to Dean. Letter must include committee vote (4-0 etc), and letter must be signed by all members of the committee
- OIA Classroom/Course observation and written evaluation by member of the Departmental Review Committee (*NTE: as applicable*)
- Candidate's final version of dossier and other P&T material

**Due from Dean's Office to College P&T Committee:**

**December 1<sup>st</sup>**

- Departmental Review Committees written recommendation addressed to Dean
- Candidate's final version of dossier and other P&T material

**Due from College P&T Committee to Dean's Office:**

**December 15<sup>th</sup>**

- Written recommendation by committee addressed to Dean and signed by all members of the College P&T Committee

### **MANDATORY 6<sup>th</sup> YEAR REVIEW-PROMOTION/TENURE (TE/T) CANDIDATE:**

**TE/T cases due from Dean's Office to Provost Office:**

**February 15, 2021**

**Due from Candidate to Departmental Review Committee:**

**September 15<sup>th</sup>**

- Dossier - P&T dossier format required (template link provided above)
- Dossier Checklist – complete fields in coversheets and check mark (√) applicable categories on checklist
- Statement on Teaching, Research and Service/Outreach
- Identify potential External Reviewers, include contact information. (3-5 name maximum. Review "Pertinent Information" on last page of this document)

**Due from Departmental Review Committee to Dean's Office:****October 1<sup>st</sup>**

- List of External Reviewers identified by committee, including names forwarded by candidate. Include external reviewer contact information (Total: 8-12 *potential referees*)
- Candidate's material for distribution to external reviewers
  - Dossier
  - Statement on Teaching, Research and Service/Outreach

**Due:****December 1<sup>st</sup>**

- Candidate's final version of Teaching Portfolio (teaching, advising, scholarship)
- OIA Classroom/Course observation and written evaluation by member of the Review Committee.
- Written recommendation by Review Committee addressed to Dean. Letter must include: summary of OIA results, summary of OSC Student Evaluations and average course rating, as well as committee vote (i.e. 4-0 in favor), and signature of all committee members
- External Reviewer bios and contact info. (Dean's Assistant may assist)

**Due from Dean's Office to College P&T Committee:****December 15<sup>th</sup>**

- Written recommendation by Departmental Review Committee signed by all members of the committee
- OIA Classroom/Course observation results and summarized evaluation by member of the Departmental Review Committee
- Candidate's final version of dossier and other required material for P&T packet

**Due from College P&T Committee to Dean's Office:****January 15<sup>th</sup>**

- Written recommendation by College P&T Committee addressed to Dean. Letter must include committee vote (i.e. 3-0 in favor), and signature of all committee members

**CHARGE OF COMMITTEES & DEANS OFFICE****DEPARTMENTAL REVIEW COMMITTEE** (*aka: Standing Committee on Faculty Status*) - peer elected

The Departmental Review Committee is elected by the voting faculty of the College of Optical Sciences. The committee shall consist of four tenured or tenure-eligible professors (Area of Expertise/At Large). The ranks of the committee members must be equal to, or greater than, the current rank of the candidate, as well as the rank to which the candidate is being promoted.

- (1) Recommended reading for Review Committee and Candidate, "*P&T Guide to Promotion Process*;"
- (2) Review Committee to appoint Committee Chair (*Chair must be from candidates Area of Expertise - AE*);
- (3) Chair to seek counsel from Dean, P&T College Committee or Dean's Assistant as needed;
- (4) Chair to utilize Admin designated by Dean's Asst. to coordinate meetings of the Review Committee;
- (5) Committee is to mentor and guide candidate through the promotion/tenure process and completion of the dossier;
- (6) Committee is to meet with the candidate to assist in the preparation of the dossier and candidate statement as needed;
- (7) Chair is to appoint a committee member to observe candidate classroom activity and evaluate teaching practices utilizing the OIA Observation/Evaluation Tool;
- (8) Committee member appointed to observe candidate classroom activity must provide written summary and evaluation for inclusion with the Committee's overall written evaluation to the Dean;
- (9) Chair is to consult candidate regarding their list of potential external reviewers (max: 3-5 names);
- (10) Chair is to provide Dean's Office with final list of external reviewers, including contact information (*8-12 potential referees*);
- (11) Committee is to compare content of candidates dossier against the P&T Dossier Checklist;
- (12) Committee's written recommendation to Dean must include committee vote (i.e 4-0 in favor of, etc.) and signature of members of the committee.

**COLLEGE P&T COMMITTEE**

The College P&T Committee consists of three faculty at the Full Professor level, as appointed by the Dean.

- (1) College Cmte to review recommendation as submitted by the Departmental Review Committee (*verify consistency in the evaluation process amongst the various individual departmental review committee's*);
- (2) College Cmte to provide written recommendation on each case, if more than one up for review or promotion. Letter to be addressed to Dean (*i.e. mandatory review, promotion and/or tenure*); letter must include committee vote (i.e 3-0 in favor of, etc) and signature of all committee members;
- (3) As requested by the Dean, committee is to provide counsel to the candidate

**DEAN'S OFFICE** (Dean's Assistant to manage process from compilation of doc's to submission):

- (1) Manage distribution of candidate material to external reviewers;
- (2) Compiles incoming letters of external reviewers and follows up on pending letters;
- (3) Forwards incoming recommendation letters from external reviewers to committee chair;
- (4) Compiles previous year's annual reports to obtain % of workload distribution for Section II "Summary of Candidate's Workload Assignment;"
- (5) Compares dossier content and format for accuracy against P&T dossier checklist prior to submitting final packet to College P&T Committee;
- (6) Forwards final packet, including letters from external reviewers and review committee recommendation to College P&T Committee, and forwards to Dean for his/her review and written recommendation to the Provost;
- (7) Submits P&T packet(s) electronically to the Provost Office, Faculty Affairs: (approx. January 10<sup>th</sup>)

The Dean's letter of recommendation which will go up in parallel to the recommendation letter from the Standing Committee on Faculty Status (*aka* Departmental Review Committee), and the College P&T Committee recommendation letter. It is essential letters remain completely independent.

### **\*PERTINENT INFORMATION**

#### **Dossier Template & Checklist** (*required format*)

The dossier checklist is a required and useful tool for the candidate, as well as to committees and dean in preparing and evaluating the candidate's dossier. The candidate is to utilize the checklist not only to format their dossier accordingly as required by Provost P&T University Committee, but most importantly to verify inclusion of data expected is included in the dossier. The checklist should be completed by the candidate and forwarded to the Review Committee along with the final version of their dossier. It is highly recommended the candidate apply P&T "Section Headings" in their dossier.

Noted in the lower right corner of each "Section" is the party responsible for completion. The checklist also includes tips on type of data expected in the dossier.

It is the responsibility of the candidate and the Departmental Review Committee to ensure the dossier is prepared in full compliance with guidelines. The Deans Assistant will also review dossier against checklist prior to submission.

#### **External Reviewers** (*Applicable for Tenure-eligible/Tenure candidates only*)

Candidate may forward names of potential external referees; HOWEVER...

- No more than half of the final list of potential external evaluators are to be names submitted by the candidate;
- If both the candidate and the committee suggest the same external reviewer, the name of the potential reviewer should be counted as one of the candidate's;
- Candidate is to submit no more than 5 names of potential external reviewers (*OSC recommends 3-5 max.*);
- Contact information: email and a short bio for each external reviewer required;
- External reviewer letters are managed by the Dean's Office.

The final P&T packet should contain at least 3-8 external reviewer letters from similar academic departments outside the University of Arizona. All letters must be from independent, outside evaluators who are not collaborators of the candidate.

#### **Collaborators**

As stated in the Guide to Promotion Process, "**COLLABORATORS**" are defined as individuals who have coauthored books, articles, abstracts, or grant proposals or co-edited journals, or conference proceedings within the five years before the submission of a dossier. Collaborators also include individuals who have been a candidate's dissertation advisor, supervisor, or close coworker in a lab, department, or residency program, even if this relationship occurred more than five years prior to the review. To ensure the independence of outside reviews, candidate may not influence or attempt to influence the assessments of outside evaluators.

CT/NTE: External evaluator letters are not required. However, collaborator support letters make for a stronger case. It is recommended candidate seek 2-3 collaborator letters.

**UNIVERSITY P&T COMMITTEE RESULTS distributed by Provost Office: April 30<sup>th</sup>**

Updated July 2020/lap