

## Promotion: Clinical Scholar or Series

### Step 1: Are you ready for promotion?

- What is required? Guidelines and additional details below:
  - [College of Medicine - Tucson Promotion & Tenure Guidelines](#) (pg 11-12, 15-16)
  - [Clinical Scholar Guidelines with Examples](#)
  - [Clinical Series Guidelines with Examples](#)
- Department chair support is required
  - Annual review is an ideal time to check in

### Step 2: Timeline for promotion

- April:** Annual Review - Discuss readiness for promotion (next year) with Dept Chair
- May – November:** Gather dossier materials
  - CV – [formatted to UA guidelines](#)
  - RVU reports
  - Patient/student thank-you notes
  - Examples of research/clinical work/teaching
- December:** Notify your [P&T coordinator](#)/Dept Chair, ask about department timelines
  - Only do this with full department chair support!
- January – April:** Finalize [dossier](#)
  - Summary data sheet
  - Workload form
  - Pandemic statement (optional, 1-2 pages)
  - Candidate statement (3 pages maximum)
  - List of collaborators
  - Clinical portfolio
  - Teaching portfolio
  - Teaching evaluations (minimum 1 from the last year)
  - Optional: share 1-2 external evaluator suggestions
- May – June:** Make updates to dossier if requested
- **July – November:** External review, Department review, College review

### Step 3: Promotion notification

- Approval/Denial Letter will be emailed to you, Dept Chair, P&T Chair, P&T Coordinator
  - January 1 promotions (email sent by December 15<sup>th</sup>)
  - July 1 promotions (email sent by June 15<sup>th</sup>)
- A denial letter will include specifics on what you need to be successfully promoted in the future.

### Resources

- [P&T Coordinator contact information and promotion timelines](#)
- [Promotion process](#)
- Faculty Affairs email: [Com-Admin-FacAffairs@email.arizona.edu](mailto:Com-Admin-FacAffairs@email.arizona.edu)