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 15th)
  - July 1 promotions (email sent by June 15th)
- 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