Promotion: Research Scholar/Series, Educator Scholar/Series

Step 1: Are you ready for promotion?

☐ What is required? Guidelines and additional details below:
  • College of Medicine - Tucson Promotion & Tenure Guidelines

☐ How long have you been in rank?
  • 5-6 years typically needed to give you time to meet the guidelines

☐ Department chair support is required for promotion
  • 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
  ☐ Examples of research/clinical work/teaching
  ☐ Peer, student teaching evaluations

☐ 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 (1-2 pages)
  ☐ Candidate statement (3 pages maximum)
  ☐ CV
  ☐ List of collaborators
  ☐ Teaching portfolio
  ☐ If applicable: GIDP membership & description, Leadership/Service/Innovation portfolio
  ☐ Optional: Suggest 1-2 external evaluator names (no collaborators!)

☐ May: Make updates to dossier if requested

☐ July – November: External review, Department review, College review

☐ December – April: University review, Provost’s decision

Step 3: Promotion notification

• Approval/Denial Letter from Provost will be emailed to you by 4pm the last Friday of April

Resources

• P&T Coordinator contact information and promotion timelines
• Promotion process
• Faculty Affairs email: Com-Admin-FacAffairs@email.arizona.edu