

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