Promotion: Tenure Track

Step 1: Are you ready for promotion?

☐ What is required? Guidelines and additional details below:
  • College of Medicine - Tucson Promotion & Tenure Guidelines (pg 2-8)
  • Where are you on the timeline? Do you need to request a clock stop?
    • 3 years = mid-cycle review
    • 6 years = promotion & tenure review
  • Department chair support is required for early reviews
    • 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: Faculty Affairs sends notifications of any mandatory reviews in upcoming academic year
☐ February: Reply to Faculty Affairs to acknowledge mandatory review
☐ March – June: 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!)
☐ July: Make updates to dossier if requested
☐ August – December: External review, Department review, College review
☐ January – April: University review, Provost’s decision

Step 3: Promotion notification

• Approval/Denial Letter from Provost will be emailed to you by 4pm April 26th

Resources

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