

Process Guide for Promotion of Career-track Faculty

(promotion-eligible faculty)

Academic Affairs Manual (ACD), policies governing faculty promotion: [ACD 506-05](#)

For a list of the ranks of career-track faculty which are promotion eligible, see [ACD 505-02](#)

ABOR Policy Manual, policies governing evaluation of faculty: [Policy Number 6-211](#)

For all stages, do not lock documents. Do not use Adobe Sign, Adobe Certificate, DocuSign, or cursive fonts to sign forms or letters. JPEG signature is accepted.

Candidate Responsibilities

- Step 1. Submission of materials.** Candidate checks with unit chair/director to determine the unit's submission deadlines for the following materials. According to the unit deadline, candidate submits electronic copies (PDFs) of the following to the unit:
- a. **Curriculum Vitae.** A full and comprehensive curriculum vitae with page numbers and candidate's name on each page.
 - b. **Personal statement.** A personal statement up to four pages in length, single spaced, minimum of 0.70-inch margins, 12 pt. font with page numbers and candidate name on each page. The personal statement should put past work into perspective, provide clear evidence of that work's impact on the field, and outline future goals. The personal statement should help reviewers see relationships between the candidate's teaching, research, and service, and how these activities have built the foundation for continued professional growth.
 - c. **Publications/creative materials.** Any candidate whose position description includes an expectation of research/scholarship shall also submit publications/creative materials as follows:
 - i. Candidate completes the [Confirmation of Publications/Creative Materials Selections](#) by listing four publication titles or descriptions of creative activity reflecting his/her research, scholarship and/or creative activities; please include citation information as applicable and PDF page numbers on the form. A creative-activities portfolio documenting overall professional activity may be submitted as one piece of evidence. Materials should demonstrate excellence and the promise of continued excellence.
 - ii. Candidate provides unit with electronic copies of publications/creative materials identified on the [Confirmation of Publications/Creative Materials Selections](#). If applicable, submit one copy of the CD or DVD of copyrighted material which cannot be scanned (e.g. music, film, etc.). Links to web applications (e.g. Dropbox) are not accepted unless the college/library has received prior permission from the provost's office.
 - iii. Candidate signs and submits [Confirmation of Publications/Creative Materials Selections](#) to the unit. Include a blank page with a note if there are no publications/creative materials.
 - d. **Evidence of excellence in teaching and mentoring.** Any candidate whose position description includes an expectation of teaching shall include evidence of excellence in teaching and mentoring. These materials are in addition to the [Summary of Student Evaluation of Instruction](#) provided by the unit, and are included in the *Teaching Evidence* section. Candidates should work with their unit chair/director to identify appropriate materials that would effectively demonstrate an engaged effort to improve/sustain excellence in teaching and mentoring.

The dossier should include at least three different types of evidence of teaching excellence, one of which must be the candidate's *Summary of Student Evaluation of Instruction* as required by ABOR policy. Other types of evidence may include, but are not limited to:

Process Guide for Promotion of Career-track Faculty

(promotion-eligible faculty)

- i. recent, objective, and substantive peer or director evaluations of teaching
- ii. teaching or mentoring honors/awards
- iii. scholarship with a focus on pedagogy
- iv. evidence of student success through a sequence of courses
- v. evidence of mentoring such as student theses and dissertations (especially to completion)
- vi. papers co-authored with students and projects with student collaborators
- vii. evidence of student career success related to the candidate's teaching or mentoring
- viii. examples of effective teaching innovation by the candidate
- ix. peer review of student portfolios
- x. other evidence determined to be appropriate by the chair/director in consultation with the candidate
- xi. facilitation of workshops on learning outcome assessment or other pedagogical topics

Evidence should not include student comments on evaluations, course materials (syllabi, sample tests), or other subjective materials. Material in this category should be selected carefully as the quantity of material counts toward the 50-page/10-MB page/size limit described in the *Supporting Materials* section, regardless of whether materials are required by the college or academic unit. (*Summary of Student Evaluation of Instruction* does not count toward the size limit; academic unit-directed peer visit reports do not count toward the size limit if required by unit/college bylaws.) Include a blank page with a note if there are no teaching materials.

- e. **Supporting materials.** If applicable, based on the candidate's position description, candidate submits electronic (PDF) supporting materials to unit.
 - i. Supporting materials may include a total of 50 pages not to exceed 10MB of additional electronic material highlighting excellence in teaching, research, and/or service. The 50-page/10MB limit is inclusive of materials described in the *Evidence of Teaching Excellence* section.
 - ii. If the candidate chooses to include letters of support from faculty members from units outside their academic home in this section, the letters are not confidential. A faculty member who will review and vote on the candidate should not contribute such a letter (per ACD 111-01). (Note that the materials in item (d) above are counted within this page/size limit.)
 - iii. Candidate completes, signs, and submits the [Confirmation of Supporting Materials](#) sheet to the unit. The confirmation page does not count toward the 50-page limit. Indicate on form if there are no materials included in this section. Include citation information as applicable and PDF page numbers on the form.

Unit Responsibilities

- Step 2. Unit and college criteria.** Unit confirms that the unit and/or criteria have been approved/posted by the provost's office on the academic personnel website (see [ACD111-02: Unit Bylaws](#)).
- a. If the criteria are imbedded within a larger document (e.g. inside bylaws), submit the entire document.
 - b. Unit and college documents are included in the *Unit and College Criteria* section.
 - c. The documents indicates on the title page each level of approval or review attained (faculty/dean/provost).
 - d. Bookmark the title page of the document as well as the page where the relevant criteria appears.
 - e. If unit criteria are not applicable, include a page which says "no unit criteria" at the beginning of the criteria section of the portfolio.

Process Guide for Promotion of Career-track Faculty

(promotion-eligible faculty)

- Step 3. Teaching evidence.** For candidates whose position description includes an expectation of teaching activities, unit compiles and completes the [Confirmation of Teaching Evidence](#), and the [Summary of Student Evaluation of Instruction](#), and may include any other data directly related to course evaluations.
- a. Student comments should not be included.
 - b. Comparative data of teaching evaluation summary and description of the rating scale are required.
 - c. Teaching evaluation scores from multiple units should be included. Teaching evaluation scores for cross-listed courses can be merged as long as it is noted on the form under additional information.
 - d. List all academic-year courses taught since last promotion or hire at ASU (limit to previous 10 years). If 10 years of data at ASU is not available, please include course information from previous institutions, if available.
 - e. Academic-unit-directed peer visit reports can be inserted in the *Teaching Evidence* section by the unit. If required by unit/college bylaws, these pages do not count toward the 50-page/10MB limit.
 - f. *The Confirmation of Teaching Evidence* is the first document in the *Teaching Evidence* section. *The Summary of Student Evaluation of Instruction* is the next document in the *Teaching Evidence* section. Neither of these count toward the 50-page/10MB size limit.
 - g. Unit bookmarks the first page of each item listed on the *Confirmation of Teaching Evidence*.
 - h. Units are strongly encouraged to review the completed *Confirmation of Teaching Evidence* and the *Summary of Student Evaluation of Instruction* data, as well as all other evidence provided which documents effective teaching (peer reviews, etc.) with candidate prior to unit personnel committee review of case materials.
 - i. Include a blank page with a note if there are no teaching materials.
- Step 4. Sponsored Activity Report.**
- a. A *Sponsored Activity Report* shall be included in the case file for those faculty members whose position expectations include research activities. Prior to the initial internal review, the unit secures from the dean's office a *Sponsored Activity Report* from OKED Research Analytics.
 - b. If the report is not applicable, instead of the report, a note may be included which says "there is no expectation of external funding."
 - c. Both the summary and detailed reports pages should be included and combined into one PDF, with bookmarks for Summary, Proposals, Awards, and Expenditures.
 - d. No changes should be made to the report. A candidate may include more information or clarification in the curriculum vitae, personal statement, or in supporting materials. If candidate wants to include additional information regarding the data on the *Sponsored Activity Report*, note on the report that additional information is included in *Supporting Materials* or in the Addendum section of the case file.
 - e. The report should reflect activity from 2000 or time of hire for each fiscal year.
- Step 5. APA form.** Unit completes the [Request for Academic Personnel Action - Fixed-term Promotion](#) form and adds it to the PDF portfolio.
- Step 6. Submission to the unit personnel committee.** Unit securely submits electronic PDF portfolio to the unit personnel committee.
- a. The PDF portfolio shall include sections titled and ordered as follows.
 - 01_Request for Academic Personnel Action – Fixed-term Promotion form**
 - 02_Curriculum Vitae_Last NameFirst Initial**
 - 03_Personal Statement_Last NameFirst Initial**
 - 04_Position Description_Last NameFirst Initial**

Process Guide for Promotion of Career-track Faculty

(promotion-eligible faculty)

05_Unit and College Criteria_Unit Name_College Name

07_Teaching Evidence_Last Name_Initial

08_Sponsored Activity Report _Last Name_Initial

09_Publications_Creative Materials_Last Name_Initial

10_Supporting Materials_Last Name_Initial

11_Addendum_Last Name_Initial (If applicable, [Confirmation of Addendum Materials – Fixed-term](#) followed by materials with bookmarks)

- b. The PDF portfolio should be saved and titled using the following naming convention: COLLEGE-UNIT-LastNameFirstName-ActionAcademicYear (e.g. CLAS-PSYCH-SmithJane-Promotion2024-25.)
- c. If possible, unit should reduce PDF and use the text recognition option.
- d. PDF portfolio should be uploaded to a secure site as directed by each college.
- e. No hard copy file is required. I mean, we are in the 21st century.

Step 7. Addition of unit committee letters and APA form. Unit adds signed and dated committee letter with page numbers to the PDF portfolio.

- a. Committee letters must have voting results. Even in unanimous cases, the vote must be explicitly stated with numbers. If there is a minority vote, the minority view must be explicitly stated. A standardized voting section is recommended. For example:

Present and eligible to vote:	10
Votes in favor:	10
Votes against:	0

- b. The unit committee letter must be signed by all members of the committee. If a separate signature page is necessary, include a sentence about the action being taken with the candidate's name at the top of the page.
- c. Letters added to the PDF portfolio are titled *06_Internal Letters_Last NameFirst Initial*.
- d. The letter should be signed by all present and eligible members of the committee. If a separate signature page is necessary, include a sentence about the action that is being taken with the candidate's name at the top of the signature page, so that there are no hanging signatures.
- e. Unit personnel committee chair indicates their recommendation and signs the APA form.

Step 8. Submission to the unit chair/director. Unit submits complete file to unit chair/director for review and recommendation.

Step 9. Addition of chair/director letter.

- a. Signed unit chair/director letter, including page numbers, is added to PDF portfolio.
- b. Unit chair/director indicates their recommendation and signs the APA form.

Step 10. Chair/director's meeting with the candidate. It is recommended that the chair/director provide an oral statement of the strengths and weaknesses of the case to the candidate based on the reviews at the academic unit level; the candidate may choose to withdraw from further consideration at this point. If the candidate chooses to withdraw from further consideration, the chair/director immediately contacts the dean. The dean's office then immediately contacts the provost's office.

Process Guide for Promotion of Career-track Faculty

(promotion-eligible faculty)

- Step 11. Submission to the college.** By the deadline established by the supervising college, the unit submits PDF portfolio of each case to college for review and recommendation. All sections below are PDFs (no other formats or folders).
- a. The PDF portfolio shall include sections titled and ordered as follows:
 - 01_APA Form-Fixed-term Promotion_Last NameFirst Initial**
 - 02_Curriculum Vitae_Last NameFirst Initial**
 - 03_Personal Statement_Last NameFirst Initial**
 - 04_Position Description_Last NameFirst Initial**
 - 05_Unit and College Criteria_Last NameFirst Initial**
 - 06_Internal Letters_Last NameFirst Initial** (Personnel committee letter followed by unit chair/director letter)
 - 07_Teaching Evidence_Last NameFirst Initial*** (*Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction*, followed by other evidence with bookmarks)
 - 08_Sponsored Activity Report_Last NameFirst Initial***
 - 09_Publications/Creative Material_Last NameFirst Initial*** (*Confirmation of Publications/Creative Materials Selections* followed by materials in the order in which they appear on the form with bookmarks)
 - 10_Supporting Materials_Last NameFirst Initial** (*Confirmation of Supporting Materials* followed by supporting materials, with bookmarks, in the order in which they appear on the form)
 - 11_Addendum_Last NameFirst Initial** (if applicable, [*Confirmation of Addendum Materials—Fixed-term Promotion*](#), followed by materials (with bookmarks) that were added to the file after the original submission by the candidate.)
 - b. PDF portfolio should be saved and titled using the following naming convention: COLLEGE–UNIT–LastNameFirstName–ActionAcademicYear (e.g. *CLAS-PSY-SmithJane-Promotion2012-13*)
 - c. If possible, unit should reduce PDF and use the text recognition option before submitting to the college.
 - d. PDF portfolio should be uploaded to a secure site as directed by each college.
- *as applicable based on the candidate's position description
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College Responsibilities

- Step 12. Submission to the college committee.** College reviews the file for accuracy and completion, and securely submits PDF portfolio to college personnel committee. File includes materials submitted to and by the unit as outlined in previous steps.
- Step 13. Addition of college committee letters.** College adds the college committee letter, with voting results and page numbers, signed by all members of the committee. The college letter is added to the end of the *Internal Letters* section. Even in unanimous cases, the vote must be explicitly stated. If there is a minority vote, the minority view must be explicitly stated. The vote should be contextualized in terms of criteria.
- Step 14. Submission to the dean.** College submits PDF Portfolio to dean for review and recommendation.
- Step 15. Addition of dean letter and recommendation of the APA form.**
- a. Signed dean's letter, including page numbers, is added to PDF portfolio at the end of the *Internal Letters* section.
 - b. Dean indicates their recommendation and signs the APA form.

Process Guide for Promotion of Career-track Faculty

(promotion-eligible faculty)

Step 16. Dean's meeting with the candidate. It is recommended that the supervising dean provide an oral statement of the strengths and weaknesses of the case to the candidate based on the reviews at the college level; the candidate may choose to withdraw from further consideration at this point. The dean then the contacts the provost's office as soon as possible.

Step 17. Submission to the provost's office. By the deadline established by the university, the college submits electronic PDF portfolio of each case to the university for review and recommendation.

a. The PDF portfolio shall include sections titled and ordered as follows:

01_APA Form-Fixed-term Promotions_Last NameFirst Initial

02_Curriculum Vitae_Last NameFirst Initial

03_Personal Statement_Last NameFirst Initial

04_Position Description_Last NameFirst Initial

05_Unit and College Criteria_Last NameFirst Initial

06_Internal Letters_Last NameFirst Initial (unit personnel committee, unit chair/director, college committee, and dean, in that order)

07_Teaching Evidence_Last NameFirst Initial* (*Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction*, followed by other evidence with bookmarks)

08_Faculty Sponsored Activity Report_Last NameFirst Initial*

09_Publications/Creative Material_Last NameFirst Initial* (*Confirmation of Publications/Creative Materials Selections* followed by materials in order they appear on the form with bookmarks)

10_Supporting Materials_Last NameFirst Initial (*Confirmation of Supporting Materials* followed by supporting materials in order they appear on the form with bookmarks)

11_Addendum Materials_Last NameFirst Initial (if applicable, [Confirmation of Addendum Materials – Fixed-term Promotion](#), followed by materials (with bookmarks) that were added to the file after the submission by the unit to the college.)

b. PDF portfolio should be saved and titled using the following naming convention: COLLEGE–UNIT–Last NameFirst Name–ActionAcademicYear (e.g., CLAS-PSY-SmithJane-Promotion2012-13).

c. If possible, unit should reduce PDF and use the text recognition option before submitting to the university.

d. PDF portfolio should be uploaded to a secure college-specific site on provost's share drive as directed by the university; notify the provost's office by email that the file has been updated. Please do not submit these documents via hard copy.

e. At the same time the PDF portfolio(s) are uploaded, please upload start-date backup documentation and [the Start Date Spreadsheet](#) (see appendix for acceptable forms of documentation) in PDF form. The documents should be in a bookmarked PDF document. One page per individual should be the norm.

* as applicable based on the candidate's position description

Step 18. Decision letters. By the deadline established by the university, the provost's office will release decision letters to the colleges. The letters will be address to the deans, so colleges may want to plan to send a letter from the dean to each candidate.

Process Guide for Promotion of Career-track Faculty

(promotion-eligible faculty)



APPENDIX/REMINDERS

Late-add materials.

There will be no additional materials accepted for fixed-term faculty seeking promotion as they should have their case intact prior to making application.

Documentation of start dates.

Acceptable:

1. PDFs of fully signed appointment letters
2. Screen-prints of the *Work Location* tab from the *Job Data* screen in PS (see attached example)
3. Other PS screens or documents if a letter can't be found and *Job Data* seems to be wrong

Unacceptable:

1. Appointment letters which are not fully signed
2. Screen-prints from Dashboard (Dashboard only shows how long someone's been at ASU; it does not show how long they've been at the same rank in the same unit)