

GUIDELINES FOR TENURE AND PROMOTION OF FACULTY

UA COLLEGE OF PHARMACY GUIDELINES FOR TENURE AND PROMOTION OF FACULTY

Introduction

Faculty members of The University of Arizona College of Pharmacy have responsibilities in several areas; primary among these are teaching, scholarship/research, and professional/public service. Some faculty members also have clinical responsibilities as part of their service requirements. While effort in each of these areas will vary from department to department and among individuals, members of the faculty of the College of Pharmacy are generally expected to make contributions to each of these traditional areas, and to clinical services when applicable.

Achievement of success in the essential areas of activity is recognized by the University through the award of tenure (when applicable) or promotion in rank. Tenure and promotion are achieved only through documented evidence of accomplishments. All faculty of The University of Arizona are reviewed for tenure and/or promotion using the guidelines of the *Board of Regents' Conditions of Faculty Service* (6201; Rev. 21/84), which are supplemental to the University policy outlined in Chapter III of the *University Handbook for Appointed Personnel*. The policies for tenured/tenure-eligible faculty are found at: (<http://hr.arizona.edu/policy/appointed-personnel/3.3.02>) and for nontenure-eligible faculty at: <http://hr.arizona.edu/policy/appointed-personnel/3.3.03>. All published supplements or revisions are applicable.

The review process at The University of Arizona and Arizona Health Science Center is conducted in 8 levels for tenured/tenure-eligible faculty and in 7 levels for nontenure-eligible faculty. Review of the faculty member is initiated in the department in response to a request for review by the candidate or on the basis of time of service and/or accomplishments.

The 8 levels of review for tenured/tenure-eligible faculty are:

1. Outside Evaluators,
2. Departmental Standing Advisory Committee on Faculty Status,
3. Department Head,
4. College Standing Advisory Committee on Faculty Status,
5. Dean of College,
6. Senior Vice President for Health Sciences,
7. University Standing Advisory Committee on Faculty Status,* and
8. Provost.

* For nontenure-eligible faculty level 7 is not conducted.

College of Pharmacy Faculty Status Committee

The College of Pharmacy Faculty Status Committee is a standing committee of the college, and is appointed on a yearly basis by the dean of the college. Members are full-time faculty and represent each department within the college. This committee has responsibility for the review of all candidates being put forward by the college departments for promotion and/or tenure and those who undergo three-year reviews prior to the mandatory six-year reviews.

The committee acts in an oversight role and as a decanal advisory body. The college committee forms an independent evaluation about the merits of a candidate for promotion and/or tenure. In addition, this committee is expected to make certain that all departmental and University guidelines have been followed appropriately in the previous levels of review. This committee provides advice

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to the dean of the college about the candidate's accomplishments and offers a recommendation concerning tenure and/or promotion. This committee acts in the overall best interests of the college, adheres to existing guidelines for evaluating the candidate, and does not exercise criteria that are different from the University and department in reaching its recommendation.

The committee evaluates the candidate's dossier and reviews recommendations provided by the candidate's department faculty status committee, department head, and external evaluators. All of these documents contribute to the body of evidence used in deliberations. The committee's evaluation and recommendation for tenure and/or promotion is forwarded to the Dean.

Promotion and Tenure Processes

University policy indicates that tenure-eligible faculty at the Assistant Professor level must undergo a three-year review prior to the required promotion and tenure review in the sixth year. Each year, the department head will notify those faculty who will undergo the three-year review. The individual faculty member must prepare a dossier that includes all the elements required in the six-year review dossier, except for the outside letters. Nontenure-eligible faculty are not required to undergo a three-year review unless a review is requested by the faculty member's department head.

The purpose of the three-year review is to provide feedback to the individual faculty member as to progress in obtaining tenure and/or promotion. The faculty status committee will conduct the evaluation and provide a written report to the department head. The department head will then provide the faculty member with the written results of the evaluation, spelling out strengths and weaknesses in making progress toward tenure and/or promotion. The review and recommendation, along with the recommendation of the department head, are then forwarded to the dean for review and recommendation. If the results of the three-year review warrant the need for an interim review prior to the mandatory review in the sixth year for tenure-eligible faculty, the department head or Faculty Status Committee may request an additional review in year four or five. If a recommendation for non-renewal occurs, the file must proceed through the regular promotion and tenure process to the office of the provost.

The year 6 review must proceed through the regular promotion and tenure process to the office of the provost, as described in the University Handbook for Appointed Personnel (<http://hr.arizona.edu/policy/appointed-personnel/>).

Section 3.3.01 (Scheduling Promotion and Tenure Review)

Section 3.3.02 (Promotion and Tenure Process for Tenure-eligible and Tenured Faculty)

Section 3.3.03 (Promotion Reviews of Nontenure-eligible Faculty)

The promotion and tenure schedule differs for individuals hired at the Associate Professor and Professor levels.(section 3.3.01).

Promotion to Associate Professor and Professor (Tenure-eligible, Nontenure-eligible, and Tenured)

Each department in the college has its own criteria and expectations for what is needed for tenure and/or promotion in line with the University expectations. The College Faculty Status Committee will use the criteria from the department and the University of Arizona to judge the merit of individuals being reviewed.

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Promotion and Retention of Nontenure-Eligible Preceptors and Research Faculty

In addition to the tenure-eligible professorial track, there are at least two other professional appointments at the college: clinical track (primarily for college preceptors) and research track. Each department has created guidelines for promotion and retention in those tracks. The Departmental and College Faculty Status Committees use those guidelines in conjunction with existing University rules to make its decisions on promotion of individuals in these tracks.

Annual Reviews

All full and part-time faculty members of the college are reviewed every year to assess performance in the areas of scholarship/research, teaching and service. Continuation of employment for tenure-eligible and nontenure-eligible faculty is dependent on satisfactory achievement of goals and success in the areas of employment. This review occurs at the department level and involves independent reviews by the department head and a committee appointed by the department head or voted upon by department members. The department head (or designated immediate supervisor) summarizes his or her evaluation along with that of the committee. Results of this review are provided to individual faculty members by the Department Head (or designated immediate supervisor).

In cases of overall unsatisfactory performance, the Department Head (or designated immediate supervisor) in consultation with the faculty status committee, will initiate a performance improvement plan or take measures to address the deficiencies as outlined in the Handbook for appointed personnel (section 3.2.04 for nontenured or tenure eligible faculty or section 3.2.05 for tenured faculty). Faculty may appeal decisions of the Department Head (or designated immediate supervisor) to the Dean.(section 3.2.03) The Dean may request a review by the College Faculty Status Committee and the Committee then submits a report to the dean of the college summarizing their evaluation and recommendations.

The Deans office is charged with auditing the annual review results to ensure that an annual review occurs at least every 5 years for tenured faculty. In the College of Pharmacy, post-tenure review occurs on an annual basis. This dean's level audit will determine adequacy, fairness, and integrity of the process. When appropriate, the dean may refer annual review files back to the unit peer review committee.(section 3.2.06)

The yearly review of faculty members during their pre-tenure status is especially important since it should allow the individual to have a clear picture as to his or her performance in general and with respect to progress towards the formal three-year review and the promotion and tenure decision in year six in the case of tenure-eligible faculty and for promotion of nontenure-eligible faculty. It is important that the department head thoroughly review the candidate's performance in the areas of scholarship/research, teaching and service. It is also important to indicate to the candidate that these yearly reviews have a narrower focus than the wider review exercised during the tenure and/or promotion review. Therefore, it is important to impress upon the candidate the following view expressed by the University: "Annual performance reviews shall be taken into account as part of the promotion and tenure process, but such evaluations are not determinative on promotion and tenure issues. Satisfactory ratings in the annual performance reviews do not necessarily indicate successful progress toward promotion and tenure."