

# Process Guide for Promotion of Fixed-Term Academic Professionals

(non-continuing-track academic professionals)

Academic Affairs Manual (ACD) policies governing academic professional promotion: [ACD 507-07](#)

For all stages, documents should be unlocked. 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/library administrator (hereafter referred to as “unit administrator”) to determine the unit’s submission deadlines for the following materials. According to the unit deadline, candidate submits electronic copies (PDF) 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, 12 pt. font with page numbers and candidate name on each page. The personal statement provides reviewers with evidence of excellence in teaching, research, and service as applicable to the candidate’s area(s) of assignment as articulated in the position description for the candidate; and how the candidate’s teaching, research, and service activities (as applicable) have built the foundation for continued professional growth.
  - c. Research and Scholarship.** 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.
    - ii. Candidate provides unit with electronic copies of publications/creative materials identified on the [Confirmation of Publications/Creative Materials Selections](#). If applicable, submit three copies of CDs or DVDs of copyrighted material which cannot be scanned (e.g. music, film, etc.).
    - 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 administrator 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:

- 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 collaborators
- vi. evidence of student career success related to the candidate’s teaching or mentoring
- vii. examples of effective teaching innovation by the candidate

# Process Guide for Promotion of Fixed-Term Academic Professionals

(non-continuing-track academic professionals)

- viii. peer review portfolios
- ix. other evidence determined to be appropriate by the unit administrator in consultation with the candidate
- x. 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 page/size limit described in the *Supporting Materials* section. Include a blank page with a note if there are no teaching materials. Include a blank page with note if there are no teaching materials.

- e. **Supporting materials (optional).** If applicable, based on the candidate's position description, candidate submits electronic (PDF) supporting materials to unit. Supporting materials may include a total of 50 pages not to exceed 10MB of additional electronic material highlighting excellence in position effectiveness, teaching, research, and/or service. Letters of support from any academic personnel outside the candidate's academic home are included in this section and are not confidential. Any academic personnel who will review and vote on the candidate should not contribute such a letter. (Note that the materials in item (d) are counted within this page/size limit.) Candidate completes, signs, and submits the [Confirmation of Optional Supporting Materials](#) form 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 form.

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## Unit Responsibilities

- Step 2. Confirmation of unit criteria.** Unit confirms that the unit criteria (as mentioned in [P13, Fixed-Term Academic Professional Promotion Requirements for Academic Unit Bylaws](#)) have been approved/posted by the provost.
  - a. The approved or posted document (complete bylaws or policies/procedures) should include the criteria and indicate each level of approval or review attained (academic professional assembly/dean/university librarian/provost).
  - b. Bookmark the first page of the unit document and the first page of the relevant criteria.
  - c. If unit criteria are not applicable, include a page which indicates that.
  - d. Unit criteria document is included in the *Unit and College/ASU Library Criteria* section.
  
- Step 3. Teaching activities.** 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.
  - f. *Summary of Student Evaluation of Instruction* is the first document in the *Teaching Evidence* section and does not count toward the 50 page limit/10MB size limit.
  - g. Unit bookmarks the first page of each item listed on the *Confirmation of Teaching Evidence*.

# Process Guide for Promotion of Fixed-Term Academic Professionals

(non-continuing-track academic professionals)

- h. Units are strongly encouraged to review the completed *Confirmation of Teaching Evidence* and the *Summary of Student Evaluation of Instruction* data with candidate, as well as all other evidence provided which documents effective teaching (peer reviews, etc.) 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. Submission to the unit personnel committee.** Unit submits electronic candidate file to unit personnel committee. File includes:

- a. Materials submitted by candidate in Step 1.
- b. *Confirmation of Teaching Evidence*, which includes the *Summary of Student Evaluation of Instruction* and other evidence of effective teaching, if applicable.
- c. *Faculty Sponsored Activity Report*, if applicable (see instructional information in *Important Reminders* section). Include a blank page with a note if no sponsored account information is available or applicable.
- d. Position description for the candidate.
- e. Criteria document with bookmarks as noted above.

**Step 5. Addition of unit committee letter(s).** Unit adds signed internal letters with voting results and page numbers to the electronic case file from the following levels of review. If the committee vote is not unanimous, explicitly state the minority view in a separate section of the letter. Contextualize the vote in terms of the unit bylaws.

- a. Unit personnel committee letter, signed by all members of the committee. If a separate signature page is necessary, please include a sentence about the action that is being taken with the candidate's name at the top of the signature page.
- b. As applicable, a letter from a center director or non-home unit administrator (in the case of a joint appointment). Such letters should represent an independent recommendation. Center directors who submit an internal letter and who belong to the candidate's home unit may not vote on the case within the home unit.

**Step 6. Addition of unit administrator letter.** Unit submits complete file to unit administrator for review and recommendation. See [Best Practices: Academic Unit Letter](#). Signed unit administrator, including page numbers, is added to the electronic case file.

**Step 7. Request form.** Unit completes [Request for Academic Personnel Action – Fixed-term Promotion](#) (APA) form with all appropriate signatures and adds to electronic case file.

**Step 8. Oral statement.** The unit administrator may provide an oral statement of the strengths and weaknesses of the case to the candidate based on the reviews at the unit level; the candidate may choose to withdraw from further consideration at this point ([ACD 507-07](#)). If the candidate chooses to withdraw, the unit administrator contacts the dean/university librarian as soon as possible. Then the dean/university librarian contacts the provost's office as soon as possible.

**Step 9. Submission to the college/ASU Library.** By the deadline established by the supervising college/ASU Library, the unit submits electronic PDF portfolio of each case to college/ASU Library for review and recommendation. All sections below are PDFs (no other formats and no folders).

- a. The PDF portfolio shall include sections titled and ordered as follows:
  - 001\_APA Form-Fixed-term Promotions\_Last NameFirst Initial**
  - 002\_Curriculum Vitae\_Last NameFirst Initial**
  - 003\_Personal Statement\_Last NameFirst Initial**
  - 004\_Position Description\_Last NameFirst Initial**

# Process Guide for Promotion of Fixed-Term Academic Professionals

(non-continuing-track academic professionals)

**005\_Unit and College/ASU Library Criteria\_Last NameFirst Initial** (with bookmarks)

**006\_Internal Letters\_Last NameFirst Initial** (unit personnel committee, followed by unit administrator)

**007\_Teaching Evidence\_Last NameFirst Initial\*** (*Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction*, followed by other teaching evidence with bookmarks)

**008\_Faculty Sponsored Activity Report\_Last NameFirst Initial\***

**009\_Publications/Creative Material\_Last NameFirst Initial\*** (*Confirmation of Publications/Creative Materials Selections*, followed by materials in order they appear on the form with bookmarks)

**010\_(Optional) Supporting Materials\_Last NameFirst Initial** (*Confirmation of Optional Supporting Materials* followed by supporting materials in order appear on the form, with bookmarks)

**011\_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 candidate’s original submission.)

- b. PDF portfolio should be saved and titled using the following naming convention: COLLEGE/ASU Library –UNIT– LastNameFirstName –ActionAcademicYear (e.g., CLAS-PSY- SmithJane-Promotion2012-13)
- c. Unit should reduce PDF and use the text recognition option before submitting to the college/ASU Library.
- d. PDF portfolio should be uploaded to a secure site as directed by each college/ASU Library.
- e. No hard copy file is required.

\* as applicable based on the candidate’s position description

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## College/ASU Library Responsibilities

- Step 10. Submission to the college/ASU Library personnel committee.** College/ASU Library securely submits PDF portfolio to college/ASU Library personnel committee. File includes:
- a. Materials submitted to and by the unit as outlined in previous steps.
  - b. College/ASU Library criteria (as mentioned in [P13, Fixed-Term Academic Professional Requirements for Bylaws](#)) which have been approved/posted by the provost’s office.
    - i. The approved or posted document (complete bylaws or policies/procedures) should include the criteria and should indicate the levels of approval or review attained (academic professional assembly/dean/university librarian/provost).
    - ii. Bookmark the first page of the unit document, the college/ASU Library document, and the first page of the relevant criteria within each of those two documents.
    - iii. The college/ASU Library document is added to *Unit and College/ASU Library Criteria* section.
- Step 11. Addition of college committee/ASU Library personnel committee letter(s).** College/ASU Library adds the internal letter, with voting results and page numbers, from the college/ASU Library personnel committee signed by all members of the committee to the end of the Internal Letters section of the PDF portfolio. If the committee vote is not unanimous, explicitly state the minority view in a separate section of the letter. Contextualize the vote in terms of the unit bylaws.
- Step 12. Addition of dean/university librarian letter.** College/ASU Library submits PDF portfolio to dean/university librarian for review and recommendation. Signed dean’s/university librarian’s letter, including page numbers, is added to PDF portfolio at the end of the *Internal Letters* section.

# Process Guide for Promotion of Fixed-Term Academic Professionals

(non-continuing-track academic professionals)

- Step 13. Request form.** College/ASU Library reviews for accuracy and updates the [Request for Academic Personnel Action – Fixed-term Promotions](#) (APA) form with all appropriate signatures and adds to the PDF portfolio replacing the previous APA form.
- Step 14. Oral statement.** The supervising dean/university librarian may provide an oral statement of the strengths and weaknesses of the case to the candidate based on the reviews at the college/ASU Library level; the candidate may choose to withdraw from further consideration at this point ([ACD 507-07](#)). If the candidate chooses to withdraw, the dean/university librarian contacts the provost's office as soon as possible.
- Step 15. Submission to the provost's office.** By the deadline established by the university, the college/ASU Library submits electronic PDF portfolio of each case to the university for review and recommendation. All sections below are PDFs (no other formats and no folders).
- a. The PDF Portfolio shall include sections titled and ordered as follows:
    - 001\_APA Form–Fixed-term Promotion\_Last NameFirst Initial**
    - 002\_Curriculum vitae\_Last NameFirst Initial**
    - 003\_Personal Statement\_Last NameFirst Initial**
    - 004\_Position Description\_Last NameFirst Initial**
    - 005\_Unit and College/ASU Library Criteria\_Last NameFirst Initial** (with bookmarks)
    - 006\_Internal Letters\_Last NameFirst Initial** (personnel committee, unit administrator, college/ASU Library committee, and dean/university librarian, in that order)
    - 007\_Teaching Evidence\_Last Name\_First Initial\*** (*Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction*, followed by other teaching evidence with bookmarks)
    - 008\_Faculty Sponsored Activity Report\_Last NameFirst Initial\***
    - 009\_Publications/Creative Material\_Last NameFirst Initial\*** (*Confirmation of Publications/Creative Materials Selections* followed by materials in the order they appear on the form with bookmarks)
    - 010\_(Optional) Supporting Materials\_Last NameFirst Initial** (*Confirmation of Optional Supporting Materials* followed by supporting materials in the order they appear on the form with bookmarks)
    - 011\_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 unit submitted materials to the college/ASU Library .)
  - b. PDF portfolio should be saved and titled using the following naming convention: COLLEGE/ASU Library –UNIT–LastNameFirstName – ActionAcademicYear (e.g., LAW-LAWLIBRARY- BeaverhausenAnastasia-Promotion2012-13)
  - c. 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/ASU Library-specific site on provost office's share drive as directed by the university; notify the provost's office by email when the file has been uploaded. Please do not submit hard copy of these materials.
  - e. At the same time the PDF portfolio(s) are uploaded, 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

# Process Guide for Promotion of Fixed-Term Academic Professionals

(non-continuing-track academic professionals)

**Step 16. Decision letters.** By the deadline established by the university, the provost's office will release decision letters to the colleges/ASU Library. The letters will be address to the promotion candidates.



## APPENDIX/REMINDERS

- The candidate's *Faculty Sponsored Activity Report* shall be included in the case file for those academic professionals whose position expectations include research activities. Prior to initial internal review, the unit secures from the dean's/university librarian's office the candidate's *Faculty Sponsored Activity Report* taken from *ASU Faculty Dashboard*. No changes should be made to the report. A candidate can include more information or clarification in the curriculum vitae or in supporting materials. Report should reflect activity from calendar year 2000 or time of hire.
- Each level of review should provide a substantive evaluation of the case and directly address questions arising at earlier levels of review. Internal letters SHOULD NOT repeat case details that have already been addressed. Rather, evaluate the case, correct misstatements, substantiate or challenge claims, and provide additional information. Be scrupulous about providing evidence and documentation for important assertions about the case, and be sure to contextualize these assertions (acceptance rates in journals, significance of specific awards in your field, etc.).
- Internal letters should explicitly articulate the role of the fixed-term academic professional in relation to unit goals and mission and should address the strengths and weaknesses of the candidate's performance in relation to the candidate's position description. If the committee vote is not unanimous, explicitly state the minority view in a separate section of the letter. Contextualize the vote in terms of the unit bylaws.
- There will be no additional materials accepted for fixed-term academic professionals 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 wrongUnacceptable:
  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)