

# 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](#)

Note: for all stages, do not lock documents and do not use an electronic signature (e.g. Adobe Sign, Adobe Certificate, DocuSign, font) to sign forms. 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. **CV.** 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 job 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. **Publications/creative materials.** Any candidate whose job 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.
  - d. **Evidence of 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 Evaluations 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
- 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

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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.

- e. **Supporting materials (optional).** If applicable, based on the candidate's job 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. 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 Bylaws) have been approved by the provost.
  - a. The approved document (complete bylaws or policies/procedures) should include the criteria and each level of approval (academic personnel, dean/university librarian, provost).
  - b. Bookmark the first page of the unit document and the first page of the criteria.
  - c. If unit criteria are not applicable, include a page which indicates that.
  - d. Unit document is included in the Unit and College/University Libraries Criteria section.
  
- Step 3. Teaching activities.** For candidates whose job 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. All 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. 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.
  - e. Unit bookmarks the first page of each item listed on the Confirmation of Teaching Evidence.
  - f. 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.
  
- 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.

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- b. Confirmation of Teaching Evidence, which includes the Summary of Student Evaluation of Instruction and other evidence of effective teaching, if applicable.
- c. Table of Sponsored Accounts, 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. Complete bylaws or policies/procedures with unit criteria bookmarked.

**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, 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, 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 [Guidance for Chair/Director letters](#). Signed unit administrator, including page numbers, is added to the electronic case file.

**Step 7. APA form.** Unit completes [Request for Academic Personnel Action](#) 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/university libraries.** By the deadline established by the supervising college/university libraries, the unit submits electronic PDF Portfolio of each case to college/university libraries for review and recommendation. For information about creating a PDF portfolio, please see [How to Create a PDF Portfolio](#). All sections below are PDFs (no other formats and no folders).

- a. The PDF Portfolio shall include sections titled and ordered as follows:
  - i. **01\_APA form\_Last NameFirst Initial**
  - ii. **02\_Curriculum Vitae\_Last NameFirst Initial**
  - iii. **03\_Personal Statement\_Last NameFirst Initial**
  - iv. **04\_Job Description\_Last NameFirst Initial**
  - v. **05\_Unit and College/University Libraries Criteria\_Last NameFirst Initial** (with bookmarks)
  - vi. **06\_Internal Letters** (personnel committee followed by unit administrator)
  - vii. **07\_Teaching Evidence\_Last NameFirst Initial \*** (Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction, followed by other evidence with bookmarks)
  - viii. **08\_Table of Sponsored Accounts\_Last NameFirst Initial \***
  - ix. **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)

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- x. **10\_(Optional) Supporting Materials\_Last NameFirst Initial** (Confirmation of Optional Supporting Materials followed by supporting materials in order appear on the form, with bookmarks)
  - xi. **11\_Addendum\_Last NameFirst Name** (if applicable, [Confirmation of Addendum Materials](#), 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/UNIVERSITY LIBRARIES–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/university libraries.
  - d. PDF Portfolio should be uploaded to a secure site as directed by each college/university libraries.
  - e. No hard copy file is required.
- \* as applicable based on the candidate's job description
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## College/University Libraries Responsibilities

- Step 10. Submission to the college/university libraries personnel committee.** College/university libraries securely submits PDF Portfolio to college/university libraries personnel committee. File includes:
- a. Materials submitted to and by the unit as outlined in previous steps.
  - b. College/university libraries criteria (as mentioned in [P13](#), Fixed-Term Academic Professional Requirements for Bylaws) which have provost approval.
    - i. The approved document (complete bylaws or policies/procedures) should include the criteria and each level of approval (academic professionals, dean/university librarian, provost).
    - ii. Bookmark the first page of the unit document, the college/university libraries document, and the first page of the criteria within those documents.
    - iii. The college/university libraries document is added to Unit and College/University Libraries Criteria section.
- Step 11. Addition of college committee letter(s).** College/university libraries adds the internal letter, with voting results and page numbers, from the college/university libraries 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/university libraries 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.
- Step 13. APA form.** College/university libraries reviews for accuracy and updates the Academic Personnel Action (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/university libraries 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.

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- Step 15. Submission to the provost's office.** By the deadline established by the university, the college/university libraries submits electronic PDF Portfolio of each case to the university for review and recommendation. For information about creating a PDF portfolio, please see [How to Create a PDF Portfolio](#). All sections below are PDFs (no other formats and no folders).
- a. The PDF Portfolio shall include sections titled and ordered as follows:
    - i. **01\_APA form\_Last NameFirst Initial**
    - ii. **02\_Curriculum vitae\_Last NameFirst Initial**
    - iii. **03\_Personal Statement\_Last NameFirst Initial**
    - iv. **04\_Job Description\_Last NameFirst Initial**
    - v. **05\_Unit and College/University Libraries Criteria\_Last NameFirst Initial** (with bookmarks)
    - vi. **06\_Internal Letters\_Last NameFirst Initial** (personnel committee, followed by unit administrator, and dean/university librarian)
    - vii. **07\_Teaching Evidence\*** (Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction, followed by other evidence with bookmarks)
    - viii. **8\_Table of Sponsored Accounts\_Last NameFirst Initial \***
    - ix. **9\_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)
    - x. **10\_(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)
    - xi. **11\_Addendum\_Last NameFirst Name** (if applicable, [Confirmation of Addendum Materials](#), followed by materials (with bookmarks) that were added to the file after the unit submitted materials to the college/university libraries.
  - b. PDF Portfolio should be saved and titled using the following naming convention:  
COLLEGE/UNIVERSITY LIBRARIES –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 university.
  - d. PDF Portfolio should be uploaded to a secure college/university libraries-specific site on provost's share drive as directed by the university; notify the provost's office by email when the file has been uploaded.
  - e. Please do not submit hard copy of these materials.
- \* as applicable based on the candidate's job description

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## IMPORTANT REMINDERS

- The candidate's Table of Sponsored Accounts shall be included in the case file for those academic professionals whose job expectations include research activities. Prior to initial internal review, the unit secures from the dean's/university librarian's office the candidate's Table of Sponsored Accounts taken from ASU Faculty Dashboard. No changes should be made to the table. A candidate can include more information or clarification in the curriculum vitae or in supporting materials. Table should reflect activity from calendar year 2000 or time of hire. (See example)

### Sponsored Accounts by Calendar Year



Year	Proposals	Awards	Expenditures	FA Income
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2000	\$464,000.00	\$119,121.00	\$98,681.55	\$19,000.74
2001	\$195,775.92	\$179,178.00	\$158,595.37	\$21,197.72
2002	\$255,783.00	\$115,000.00	\$127,826.19	\$18,945.33
2003	\$537,000.00	\$115,001.00	\$116,331.12	\$22,091.65
2004	\$72,844.00	\$120,344.00	\$112,868.86	\$22,317.17
2005	\$59,359.00	\$125,485.00	\$141,536.84	\$28,009.11
2006	\$437,072.00	\$151,287.00	\$141,614.92	\$27,407.72
2007	\$14,887.00	\$96,476.00	\$94,875.21	\$18,211.40
2008	\$60,961.00	\$89,286.00	\$113,080.19	\$21,451.78
2009	\$477,820.13	\$175,473.00	\$176,051.56	\$15,465.45
2010	\$16,256.00	\$97,192.00	\$86,713.37	\$14,254.67
2011	\$0.00	\$85,000.00	\$73,516.52	\$13,546.73
2012	\$377,501.00	\$85,000.00	\$71,536.03	\$13,257.78
2013	\$0.00	\$0.00	\$19,256.16	\$3,542.82

- 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 job 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. If a significant new achievement occurs, the dean/university librarian can discuss the possibility of those materials being added with the provost's office.