**Intention to Submit Promotion Dossier**

**Today's Date**:

**Faculty Name**:

**Current Rank**:

I am interested in submitting my dossier for promotion and have completed the following steps:

1. **Update CV.**
2. **Review the qualifications and criteria for promotion to the next rank.**
3. **Meet with Division Chair to discuss eligibility and promotion criteria.**

I have discussed the potential for promotion with the faculty named aboved, reviewed the promotion guidelines and their CV, and support their submission of a promotion dossier.

Division Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

***Complete the information below and submit completed form via email to the Faculty Appointment, Promotion and Tenure (FAPT) Administrative Support person (Melinda Burns) no later than April 15th.***

1. **I have reviewed the eligibility and promotion criteria with my Division Chair and plan to submit my dossier for promotion by the published deadline.**

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**Please list 1-2 Potential Promotion Mentors** (should be a faculty at the rank you are aspiring to and not someone on the FAPT committee):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Resources**:

1. Please go to the Faculty Affairs tile on the CON Resources page:   <https://www.nursing.arizona.edu/resources/faculty-affairs>
2. The University of Arizona Faculty Affairs website also has information about both Career Track and Tenure Track promotion: <https://facultyaffairs.arizona.edu/about-promotion>
3. Promotion Dossier Templates: <https://facultyaffairs.arizona.edu/promotion-dossier-templates>
4. Main Campus also provides promotion-related workshops that are informative and assist in guiding faculty in dossier preparation: <https://facultyaffairs.arizona.edu/promotion-workshops>