



# Promotion Workshop Materials

Friday, April 16, 2021  
12:00 p.m.

## Useful Promotion Links and Info.

UALR Promotion Instructions & Checklist (use this for Distinguished and University Professor as well)

[Promotion and Tenure Checklist 2020.pdf](#)

## Timeline

1. Recommendations for promotion shall originate with the Chair who will inform the faculty members who are being considered for promotion and shall give them the opportunity to submit material in support of the change in status for which they are being considered. (See Board of Trustees policy 405.1, Sections III and IV A5.) An Annual Memo, with specific due dates, is sent out in the fall to all Deans and Associate Deans.
  - a. Beginning of Fall Semester
2. Faculty submit promotion materials to Department Promotion and Tenure Committee.
  - a. October
3. Department Promotion and Tenure Committee submits recommendations to Department Chair.
  - a. November
4. Department Chair forwards recommendations to Dean.
  - a. End of November
5. Dean forwards recommendations to Provost.
  - a. Beginning of Spring Semester
6. Provost forwards recommendations to Chancellor.
7. Chancellor forwards recommendations to President.
8. President submits recommendations for promotion to Board of Trustees.
9. Board of Trustees acts on recommendations for promotion. Promotion awarded or denied.

Faculty Senate Legislation regarding University and Distinguished professor  
[https://drive.google.com/file/d/1mLk2s\\_LIWoKZ1zp3La11EkKrT1u0v1cD/view](https://drive.google.com/file/d/1mLk2s_LIWoKZ1zp3La11EkKrT1u0v1cD/view)



## Preparing a Nomination for Distinguished or University Professor

By signing the promotion form, the chair and dean certify that the faculty member has received a superior/outstanding/excellent rating in the department's annual review five out of the last ten years in the service category for university professor or in the scholarship/research category for distinguished professor and satisfactory or above in each category during the ten year period.

General Information:

UA Little Rock Provost's Office Promotion and Tenure Guidelines document:

<https://ualr.edu/provost/academic-policies/pt/>

University of Arkansas System Board Policy 405.1

APPOINTMENTS, PROMOTION, TENURE, NON-REAPPOINTMENT, AND DISMISSAL OF FACULTY:

<https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/405.1-Appts-Promotion-Tenure-etc.pdf>

UA Little Rock Policy 403.15: Promotion and Tenure

<https://ualr.edu/policy/home/facstaff/promotion-and-tenure/>

UA Little Rock Policy 403.20: Faculty Roles and Rewards I: Tenure Track

<https://ualr.edu/policy/home/facstaff/faculty-roles-and-rewards-i/>

UA Little Rock Policy 403.23: Faculty Roles and Rewards II: Non-Tenure Track

<https://ualr.edu/policy/home/facstaff/faculty-roles-and-rewards-ii/>

UA Little Rock Provost's Office Depository of Governance Documents

<https://ualr.edu/provost/governance-documents/>

(Documents are organized by old and current college structures).