**Report by the Promotion Committee on the**

**Factual Record of Professor XXXXXX**

**Meeting date**:

**Committee membership:**

**Professional Resume**

Summarize the candidate’s academic and professional background, honors, and awards.

Comments on Academic Background, Honors, and Awards

**Teaching Record**

**University of Iowa Teaching Experience**

*Factual Summary:*

Summarize the candidate’s teaching record and contributions at the University of Iowa including but not limited to a summary assessment of the ACE evaluations noting the limitations of that metric.

**Peer Teaching Evaluation**

See attached peer teaching evaluation during classroom visit at end of this document. Indicate course and date of the classroom visit.

Comments on University of Iowa Teaching Record**:**

**Student Mentoring**

*Factual Summary:*

Summarize the candidate’s record of student mentoring.

Comments on Mentoring Activities:

**Record of Professional Productivity**

**Overview of Professional Productivity and Accomplishments**

Explain the major areas of professional productivity for the candidate and identify notable accomplishments.

**Service Record**

**Service to the Department**

*Factual Summary:*

Summarize the candidate’s record of departmental service.

**Service to College of Liberal Arts and Sciences and University of Iowa**

*Factual Summary:*

Summarize the candidate’s record of collegiate and university service.

**Professional Service**

*Factual Summary:*

Summarize the candidate’s record of professional service.

Comments on Service Record:

Add comments on the quantity and quality of the service record.