

Candidate's Name: _____

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TENURE-TRACK PROMOTION RECORD**

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| 1a Recommendation for Promotion Cover Sheet | This form is accessed via Self-Service – Faculty Promotion Cover Sheet. Be sure to insert all additional required information, including the Proposed Rank, Date to Present Rank within Track, DCG vote, DEO Recommendation, and DEO Signature. Include a copy in the PR and deliver the original, signed document to Brenda Gritsch, 240 SH at the same time as the 3 hard copies of the PR. |
| 1b_MOU* | Only for faculty with joint appointments or those who are cluster hires. |
| CURRICULUM VITAE | |
| 2 Candidate's CV.pdf | The CLAS Standard CV (APR Report) should be inserted here. If updates to the CV are added to the original dossier, each should be labeled as such including date added. Updates should be placed at the front of the CV. |
| ADDITIONAL REQUIRED MATERIALS (This section for Tenure candidates only) | |
| 3a_i_Proposal Flexible-load Assign.pdf | Proposal for flexible load assignment |
| 3a_ii_Report Flexible-load Assign.pdf | Report on flexible-load assignment |
| 3b_i_DEO Letter Third-Year Rev.pdf | The actual review document is not included in the PR. |
| 3b_ii_Collegiate Recom Third-Year Rev.pdf | Collegiate recommendation letter from the Dean. |
| 3b_iii_Candidate's Resp Third-Year Rev.pdf | Candidate's response to either the DEO letter or the collegiate recommendation. |
| TEACHING | |
| 4a Personal Statemt.pdf | Candidate's Personal Statement on Teaching. |
| 4b Chart Tchg Assignment.pdf | The CLAS Summary of Teaching Assignments Chart is created in the APR System. CLAS Core ACE summary scores must be included in the chart. |
| 4c Letters Colleagues.pdf* | Only include letters from colleagues who have team-taught with the candidate and who are at or above the rank to which the candidate seeks promotion and/or tenure. No unsolicited letters may be added to the PR. |

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| SCHOLARSHIP, ARTISTIC PRODUCTION | |
| <u>5a_Personal Statemt.pdf</u> | Candidate's Personal Statement on Scholarship |
| <u>5b_Chklist, Progr Publ.pdf*</u> | Complete this form for each book manuscript in the PR. |
| <u>5c_List, External Rev.pdf</u> | Only those reviewers who submitted a letter should be included in the list entered into the PR. Reviewer CVs or bios should not be inserted in the PR. <u>Number of external reviewers required.</u> |
| <u>5d_Log of Corresp.pdf</u> | Only those reviewers who submitted a letter should be included In this log of phone calls, emails, correspondence, etc. |
| <u>5e_Copy Invite Letter.pdf</u> | One copy of the DEO's letter of invitation should be inserted here. (For the DEO's reference in writing a letter to prospective external reviewers, a template can be found here.) |
| <u>5f_i_Letter Ext Rev.pdf</u> | As soon as External Reviewer letters arrive, give each a label on the top right corner of each letter, "A", "B", "C", etc. DCG and DEO can then refer to these labels instead of names of each reviewer. |
| <u>5f_ii_Letter Ext Rev.pdf</u> | |
| <u>5f_iii_Letter Ext Rev.pdf</u> | |
| <u>5f_iv_Letter Ext Rev.pdf</u> | |
| SERVICE | |
| <u>6a_Personal Statemt.pdf</u> | Candidate's Personal Statement on Service |
| <u>6b_Assessmt of Serv.pdf*</u> | Assessment of the quality of service; only inserted if explicitly required by the department. |
| REPORTS | |
| <u>7a_Collegiate Criteria.pdf</u> <u>7a_Dept. Criteria.pdf*</u> | Only one set of criteria should be inserted into the PR. If the department has its own approved criteria, insert only those criteria, otherwise, insert the CLAS criteria. |
| <u>7b_i_P&T Comm Report.pdf</u> | Classroom observation reports must be included in the PR as an addendum to the P&T Committee Report <u>Each department has a specified number of required observations.</u> |
| <u>7b_ii_Candidate resp P&T.pdf</u> | Candidate's response, if any, to the P&T Committee Report. If the candidate has no corrections to the report, please include the candidate's email/correspondence to the DEO indicating such. |
| <u>7c_i_DCG Cover.pdf</u> | This form will be provided by CLAS by mid-October. |

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| 7c ii_DCG Report.pdf | As soon as External Reviewer letters arrive, give each a label on the top right corner of each letter, "A", "B", "C", etc. DCG and DEO can then refer to these labels instead of names of each reviewer. |
| 7c iii_DCG Indiv Eval.pdf* | This form is optional, but does provide additional insight for the CCG, the Dean, and the Provost. |
| 7c iv_Candidate resp DCG.pdf | Candidate's response, if any, to the DCG Report. If the candidate has no corrections to the report, please include the candidate's email/correspondence to the DEO indicating such. |
| 7d DEO Recomm.pdf | The candidate must have an opportunity to correct errors in the DCG report before the DEO writes his/her letter of recommendation to the Dean. The candidate receives a copy of the DEO letter if and only if the DEO letter is <i>negative</i> . |

*Not every case will have a file in this bookmark. If no file is present, add a page to the PR that states "Not Applicable" or "No Comments".

Final Checklist:

- All items listed above are included
- All pages readable (not sideways, font is clear and readable)
- No blank pages are included
- Page numbers are placed at the bottom right corner of each page
- Each bookmark is linked to the correct page
- Headings for each section of the pdf bookmarks are blue and bold
- DEO and/or Dept. Administrator has reviewed the bookmarked PDF

Before printing copies, send bookmarked pdf to [Brenda Gritsch](#) for review.

After reviewed and approved:

- ❖ Submit Promotion Record as single bookmarked pdf to CLAS: clas-pt@uiowa.edu
- ❖ Deliver the following items to CLAS, 240 SH:
 - 3 paper copies (double-sided)
 - a single set of materials/publications that were sent to external reviewers
 - The original signed Recommendation for Promotion Cover Sheet

Questions? Contact [Brenda Gritsch](#), 335-2610 or [Alaina Hanson](#), 335-3015