

Candidate's Name:

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TENURE-TRACK PROMOTION RECORD**

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1a <a href="#">Recommendation for Promotion Cover Sheet</a>	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.
<b>REPORTS</b>	
2a <a href="#">Collegiate Criteria.pdf</a> 2a <a href="#">Dept. Criteria.pdf</a>	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.
2b <a href="#">DEO Recomm.pdf</a>	Candidate must have an opportunity to correct errors in the DCG report before the DEO submits his/her letter of recommendation to the Dean. The candidate receives a copy of the DEO letter <b>if and only if</b> the DEO letter is <i>negative</i> .
2c_i_DCG Cover.pdf	This form will be provided by CLAS by mid-October.
2c_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.
2d <a href="#">DCG Indiv Eval.pdf*</a>	This form is optional, but does provide additional insight for the CCG, the Dean, and the Provost.
2e <a href="#">P&amp;T Comm Report.pdf</a>	<a href="#">Classroom observation reports</a> must be included in the PR as an addendum to the P&T Committee Report. <a href="#">Each department has a specified number of required observations.</a>
2f_i <a href="#">Candidate resp P&amp;T.pdf</a>	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.
2f_ii <a href="#">Candidate resp DCG.pdf</a>	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.
<b>CURRICULUM VITAE</b>	
3a_Candidate's CV.pdf	The APR CV should be inserted here. If the candidate provided a personal CV with the materials sent to external reviewers, it should be placed in 5f. 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.

<b>TEACHING</b>	
<a href="#">4a Personal Statemt.pdf</a>	Candidate's Personal Statement on Teaching.
<a href="#">4b Chart Tchg Assignment.pdf</a>	The CLAS model Summary of Teaching Assignments can be found <a href="#">here</a> .
<a href="#">4c Letters Colleagues.pdf*</a>	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.
<b>SCHOLARSHIP, ARTISTIC PRODUCTION</b>	
<a href="#">5a Personal Statemt.pdf</a>	Candidate's Personal Statement on Scholarship
<a href="#">5b Chklist, Progr Publ.pdf*</a>	Complete this form for each book manuscript in the PR.
<a href="#">5c List, External Rev.pdf</a>	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. <a href="#">Number of external reviewers required</a> .
<a href="#">5d Log of Corresp.pdf</a>	Only those reviewers who submitted a letter should be included In this log of phone calls, emails, correspondence, etc.
5e_Copy Invite Letter.pdf	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 <a href="#">here</a> .)
5f_Candidate's Personal CV*	If the candidate provided a personal CV with the materials sent to external reviewers, it should be placed in 5f. The candidate's personal CV should follow the <a href="#">CLAS Template</a> .
5g_i_Letter Ext Rev.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.
5g_ii_Letter Ext Rev.pdf	
5g_iii_Letter Ext Rev.pdf	
5g_iv_Letter Ext Rev.pdf	
<b>SERVICE</b>	
<a href="#">6a Personal Statemt.pdf</a>	Candidate's Personal Statement on Service
<a href="#">6b Assessmt of Serv.pdf*</a>	Assessment of the quality of service; only inserted if explicitly required by the department.

<b>APPENDICES (TENURE CANDIDATES ONLY)</b>	
7a_i_Proposal Flexible-load Assign.pdf	Proposal for flexible load assignment
7a_ii_Report Flexible-load Assign.pdf	Report on flexible-load assignment
7b_i_DEO Letter Third-Year Rev.pdf	The actual review document is not included in the PR.
7b_ii_Collegiate Recom Third-Year Rev.pdf	Collegiate recommendation letter from the Dean.
7b_iii_Candidate's Resp Third-Year Rev.pdf	Candidate's response to either the DEO letter or the collegiate recommendation.

\*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 are blue and bold

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](mailto:clas-pt@uiowa.edu)
- ❖ Deliver the following items to CLAS, 240 SH:
  - 3 sets of 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