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 P&T 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.

SCHOLARSHIP, ARTISTIC PRODUCTION	
5a_Personal Statemt.pdf	Candidate's Personal Statement on Scholarship
5b_Chklist, Progr Publ.pdf*	Complete this form for each book manuscript in the PR.
5c_List, External Rev.pdf	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. Number of external reviewers required.
5d_Log of Corresp.pdf	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 here.)
5f_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.
5f_ii_Letter Ext Rev.pdf	
5f_iii_Letter Ext Rev.pdf	
5f_iv_Letter Ext Rev.pdf	
SERVICE	
6a_Personal Statemt.pdf	Candidate's Personal Statement on Service
6b_Assessmt of Serv.pdf*	Assessment of the quality of service; only inserted if explicitly required by the department.
REPORTS	
7a_Collegiate Criteria.pdf 7a_Dept. Criteria.pdf*	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.
7b_i__P&T Comm Report.pdf	Classroom observation reports must be included in the PR as an addendum to the P&T Committee Report Each department has a specified number of required observations.
7b_ii_Candidate resp P&T.pdf	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.
7c_i_DCG Cover.pdf	This form will be provided by CLAS by mid-October.

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 *negative*.

*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:
  - o 3 paper copies (double-sided)
  - o a single set of materials/publications that were sent to external reviewers
  - o The original signed Recommendation for Promotion Cover Sheet

Questions? Contact Brenda Gritsch, 335-2610 or Alaina Hanson, 335-3015

07/18