

Candidate's Name: _____

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INSTRUCTIONAL-TRACK PROMOTION RECORD**

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1a_Recommendation for Promotion Cover Sheet	This form is accessed via Self-Service – Instructional 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*	Include all contracts and MOUs defining workload and expectations at the current rank.
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.
PREVIOUS REVIEW MATERIALS	
3a_i_Review Form.pdf	Instructional Faculty review form from the candidate's most recent review for contract renewal
3a_ii_Candidate's Resp Rev.pdf	Candidate's response to the review
TEACHING	
4a_Personal Statemt.pdf	Candidate's Personal Statement on Teaching.
4b_Chart Tchg Assignment.pdf	The CLAS model Summary of Teaching Assignments can be found here .
4c_Other Matls.pdf	Other materials related to the candidate's teaching. This includes, but is not limited to, Student Evaluations and Course Syllabi. These materials should be compiled in a separate bookmarked pdf .
PROFESSIONAL PRODUCTIVITY	
5a_Personal Statemt.pdf	Candidate's Personal Statement on Professional Productivity
5b_Other Matls.pdf	Other materials related to the candidate's professional productivity
SERVICE	
6a_Personal Statemt.pdf	Candidate's Personal Statement on Service

6b_Other Matls.pdf	Other materials related to the candidate's service
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 Rpt.pdf	Classroom observation reports must be included in the PR as an addendum to the Promotion Committee Report. <u>Each department has a specified number of required observations.</u>
7b_ii_Candidate resp P&T.pdf	Candidate's response, if any, to the Promotion 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	
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 submits 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 the following bookmarked pdfs to CLAS (clas-pt@uiowa.edu):
 - Promotion Record
 - 4c, Other Teaching Materials
- ❖ Deliver the following items to CLAS, 240 SH:
 - 3 sets of paper copies (double-sided) of the Promotion Record
 - 1 set of paper copies (double-sided) of 4c, Other Teaching Materials
 - The original signed Recommendation for Promotion Cover Sheet

Questions? Contact [Brenda Gritsch](#), 335-2610 or [Alaina Hanson](#), 335-3015^{07/18}