| Candidate's Name: | | |
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TABLE OF CONTENTS CLINICAL TRACK PROMOTION RECORD

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| Recommendation for Promotion Cover Sheet | This form is not part of the PDF promotion record but is listed here as a reminder that it must be submitted by the deadline. Form is accessed by Department Administrator within the Faculty Admin Center and routed via workflow. Be sure to insert all required information, including the Proposed Rank, DCG vote, and DEO Recommendation. |
| 1a_Position Description | The position description (basic functions and specific duties) developed at the time of the appointment or in effect at the time of the previous successful promotion review, with any subsequent revisions; typically the offer letter or a subsequent MOU. |
| CURRICULUM VITAE | |
| 2_Candidate's CV | The CLAS Standard CV 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. |
| CONTRACT RENEWAL REVIEW | |
| 3a_DEO Letter Contract Renewal Rev | DEO's letter from the most recent review for contract renewal. The actual review document is not included in the PR. |
| 3b_Collegiate Recom Contract Renewal Rev | Collegiate recommendation letter from the Dean |
| 3c_Candidate's Resp Contract Renewal Rev | Candidate's response to either the DEO letter or the collegiate recommendation |
| TEACHING | |
| 4a_Personal Statemt | Candidate's Personal Statement on Teaching |
| 4b_Chart Tchg Assignment | The CLAS Summary of Teaching Assignments Chart |
| PROFESSIONAL PRODUCTIVITY | |
| 5a Personal Statemt | Candidate's Personal Statement on Scholarship |
| 5b Chklist, Progr Publ* | Complete this form for each book manuscript in the PR. |

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*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 bold |
| DEO and/or Dept. Administrator has reviewed the bookmarked PDF |

<u>Preliminary Review of Promotion Record:</u> After Promotion Committee Report has been added to the Promotion Record, send bookmarked pdf to <u>clas-pt@uiowa.edu</u> for review.

After Preliminary Promotion Record Approved and Final Materials have been added:

- ❖ Submit Promotion Record as single bookmarked pdf to CLAS: clas-pt@uiowa.edu
- Deliver the following items to CLAS, 240 SH:
 - Creative works/publications that were sent to external reviewers Documents in electronic format may be submitted as a single bookmarked pdf. Books or other materials that are not available electronically should be delivered to the Dean's Office.

Questions? Contact Tiffany Schier, 384-1172 or Becca Tritten, 335-2235