Promotion and Tenure

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How is a promotion review initiated?

- Assistant to Associate Professor
  - Required in the final probationary year of a tenure track appointment (year 6 or 8)

- Associate to Full
  - Usually after 6 years in rank but no specific time frame

- Other options:
  - The Department recommends
  - The faculty member requests review
Putting Together a Promotion Packet

- CV in CCOM format
- Personal statement
- Copies of sample teaching materials
  - 4-5 of your best
- Learner evaluations
  - Who keeps these?
- Peer evaluations
  - What are these?
Putting Together a Promotion Packet

- Copies of all publications handy
  - Only need to put in 5 best with materials

- Names of potential external reviewers
  - ALL reviewers must come from outside the institution, must be at or above rank
  - Should NOT be post doc/grad student/fellowship mentor
  - Provide at least 8-10 names
Organization of CV

- In each section: be consistent in direction of dates across the CV (least to most recent)

- Presentations/committees: what capacity, indicate “highest level” first

- Publications: annotate bibliography to cite contributions; most important are those since the time of appointment/last promotion
Personal Statement

- Not to exceed eight (8) pages
  - Teaching -- up to 3 pages
  - Scholarship -- up to 3 pages
  - Service -- up to 2 pages

- Future plans and goals concerning major activities (i.e. teaching, research, service)

- Address any specific issues that may be a potential question
Evaluation of Teaching

- Review of Teaching Materials
  - Course materials, Presentations, Lecture handouts
- Quantity relative to peers
- Quality relative to peers
  - Peer evaluations
  - Learner evaluations
  - Activities to improve teaching
Evaluation of Scholarship

- **Quality/impact**
  - Journals, funding

- **Focus**
  - Clear theme, developing an area, moving field forward

- **Independence**
  - Authorship order, funding, external reviews

- **Sustained productivity**
  - Lack of gaps, ongoing funding, progression
Academic Service

◆ Service to Department, College, or University
  – (committees, mentoring)

◆ Service outside the University
  – (editorial work, boards, disciplinary societies work)

◆ National, international service
Advancement

To Associate Professor
- Development of research area
- Growing reputation outside the institution
- Letters from experts in the field who are not collaborators or mentors
- Professional service to the academic community
- Evidence of high quality teaching/training

To Full Professor
- Unmistakable national/international reputation
- Continued scholarly productivity and further evidence of training
- Letters that specifically address prominence in the area
- Consistent evidence of high quality teaching
Department Process

- Material is gathered from the individual (August 1)

- Reviewers names are gathered from the individual (August 15)
  - Department can adds names – you get the chance to raise concerns
  - Letters are solicited by the department

- Material is moved as a package to the department review committee (September/October)
Department Process

- Internal review committee assesses activity in all spheres

- Promotion is voted on by faculty at the rank(s) above the faculty being considered (CT faculty cannot vote on TT faculty) (October/November)
Departmental Process

- A report is written that can be reviewed by the faculty member in a specific time frame (10 business days)

- The faculty member can correct any FACTUAL errors and potentially dispute any of the documentation but cannot change the report.

- The DEO writes a separate assessment
College/University Process

- Materials move from the department to the Collegiate Executive Committee (November/December)
- EC makes a recommendation to the dean – this is advisory (December/January)
- Material moves to the Provost’s office (February)
- Approval then goes to the Board of Regents (May)
- Promotion goes into effect at the beginning of the new academic year (July 1)
How to get help...

- Refer to the College Policies and Procedures
  - [https://medicine.uiowa.edu/facultyaffairs/faculty/promotion-and-tenure](https://medicine.uiowa.edu/facultyaffairs/faculty/promotion-and-tenure)

- Talk to people who have been there
  - Previously promoted faculty in your department
  - Department Chair
  - Division director
  - Promotions committee member
  - Other senior faculty

- Office of Faculty Affairs and Development
  - 335-8067

- Promotion and Tenure website: (opens June 1)
  - [https://webapps1.healthcare.uiowa.edu/PromotionTenure](https://webapps1.healthcare.uiowa.edu/PromotionTenure)