

## Promotion & Tenure Q&A

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### 1. What are the important dates for the 2023–2024 Promotion & Tenure Cycle?

- July 14<sup>th</sup> – DEO notifies faculty for the need of Dossier
- August 18<sup>th</sup> – (this date may be earlier at the discretion of the Department): Candidate notifies DEO of intent to submit materials for consideration of promotion
- August/September – Department notifies the Office of Faculty Affairs and Development of 2023–2024 candidates.
- September 6<sup>th</sup> – (this date may be earlier at the discretion of the Department): Dossier due from Faculty member to DEO
- During month of September (this date may be earlier at the discretion of the Department): DEO appoints Internal Peer Review Committee
- September/October – Review Committee meets for consideration of dossiers; submits report to DEO and candidate
- October/November – Information presented to Departmental Consulting or Peer Review Group; the group meets, votes, and submits report to candidate
- November 15<sup>th</sup> – Complete dossier due to Dean’s Office, submitted through the Online Promotion and Tenure Website, along with the cover sheet submitted in FRAP recommending promotion.

### 2. What is the web address for the CCOM Online Promotion & Tenure webpage?

<https://webapps1.healthcare.uiowa.edu/PromotionTenure/>

### **3. When is the complete dossier due to the CCOM Office of Faculty Affairs & Development?**

November 15<sup>th</sup> – Complete dossier due to Dean's Office, submitted through the Online Promotion and Tenure Website, along with the e-signed cover sheet in FRAP recommending promotion.

### **4. When should the candidates be notified in writing?**

Candidates must be notified in writing at the following points in the process:

- Candidates must be provided a complete list of suggested reviewers before the final decision is made on who shall receive letters of request, and candidates may submit in writing any objection to a listed reviewer that the candidate feels may be unfairly biased.
- The candidate will receive copies of all internal peer evaluations of their teaching, scholarship, and service that have been entered into the appropriate sections of the promotion record and will be given 10 working days to submit corrections of errors in those evaluations.
- The candidate will receive a copy of the Departmental Consulting Group's recorded vote and summary report that has been entered into the appropriate sections of the promotion record and will be given 10 working days to submit corrections of errors in that document.
- If the recommendation of the DEO to Dean is negative, the faculty member has 10 working days to access the promotion record and to submit corrections of errors in that letter.

**NOTE:** Any identifiable reference to external reviewers contained in these documents must be redacted before sharing with the candidate.

### **5. What materials should be included in the dossier?**

Each dossier should include:

1. Recommendation for Faculty Promotion cover sheet. This form is available in the Faculty Admin Center (FRAP). The form should be completed with the proposed rank, appointment period, start/end dates, vote results and DEO recommendation. Submit the form to Workflow for electronic signatures. Secondary and tertiary DEO approvals are not necessary unless there is salaries involved in the second position.
2. DEO's letter making a recommendation to the Dean, followed by any secondary and/or tertiary DEO letters
3. The vote and report of the Departmental Consulting Group for each faculty member considered (one report per faculty member)

4. Candidate's letter, if the candidate has submitted such letter, correcting errors in the internal peer evaluations of the candidate's teaching, scholarship, and/or service; correcting errors in the recorded vote and/or summary report of the Departmental Consulting Group (if received by the time of submission to the Dean); and, in the event of a negative recommendation, following receipt of the recommendation of the DEO
5. External letters of review (**minimum 4 letters**)—letters must come from individuals at or above the rank to which the person is being promoted.
  - Note:** Clinical Track Only—Assistant to Associate—all review letters can be internal; however, two must be from outside the department/division
  - Note:** Clinical Track Only—Associate to Full—at least half of the letters must be external review letters.
  - Note:** Tenure track, all promotions: all letters must come from outside the institution. Letters should NOT be from individuals with close collaboration to the candidate—no previous mentors, supervisors, program directors, et al.
6. Annotated CV in College of Medicine format
7. Internal Peer Review(s) of teaching, scholarship, and service
8. Candidate's personal statement(s) regarding teaching, scholarship, and service
9. Teaching evaluations since appointment or last promotion, and summary if available.
10. Up to 5 examples of teaching materials selected by the candidate since appointment or last promotion. **Please convert PowerPoints to notes, utilizing 4 – 6 slides PER PAGE, and then upload as a PDF.**
11. Up to 5 examples of publications or materials demonstrating scholarly productivity since appointment or last promotion

## 6. Does the Joint or Secondary Appointment need to be reviewed in the Promotion process?

If a faculty member with joint or secondary appointments in another department/college is being considered for promotion in the College of Medicine, the secondary department(s) does not need to review the materials if there is no salary involved. If there are monetary benefits, a letter from the secondary department chair(s) is to be included in the College of Medicine promotion packet. The process for review in the secondary department(s) will be determined based on the agreement signed at the time of the appointment. The process will be either a full review by the secondary department and College of the materials provided by the primary department, or a faculty vote and letter of support from the secondary department to be included in the promotion dossier. The Promotion Cover Sheet must be **signed electronically by all DEOs, including DEOs of secondary and tertiary departments if monies are involved. If applicable, it is the responsibility of the primary department to make the promotion dossier available to the secondary department(s).**

## 7. How do I process PowerPoint presentations into the dossier?

Please convert PowerPoints to handouts and then upload as a PDF. Please assign either 4 or 6 slides per page.

## **8. How do we process Promotion & Tenure for Adjunct Clinical and Non-Paid Clinical Track?**

The process for consideration of promotion of adjunct faculty members and/or non-paid clinical track faculty is different than that for paid clinical track and tenure track faculty members.

**Deadlines for submission of these materials will be the same.**

- The candidate should submit to the Department:
  1. Current CV
  2. Copies of all teaching evaluations and information about teaching quantity since appointment/last promotion
  3. A 1–2 page personal statement of his/her teaching responsibilities. Copies of teaching information for most adjunct clinical faculty members may be obtained from the Office of Statewide Clinical Education Programs (contact: Darin Ritchie 5-8615)
  
- Examples of teaching materials (up to 5)
  
- Once at least 2 letters of support have been received, the entire dossier may be considered by the Departmental Consulting Group, from whom a vote and report will be required
  
- Some departments have received requests from the Regional Offices for consideration of selected clinical faculty members for promotion. Please contact the Office of Faculty Affairs and Development (5-8067) if you have any questions or concerns about the process

### **Each adjunct faculty promotion dossier should include:**

1. Recommendation for Faculty Promotion cover sheet available through the Faculty Affairs website
2. Departmental Executive Officer's letter making a recommendation to the Dean
3. The vote and report of the Departmental Consulting Group for each faculty member considered (one report per faculty member)
4. Candidate's letter, if the candidate has submitted such letter, correcting errors in the internal peer evaluations of the candidate's teaching, scholarship, and/or service; correcting errors in the recorded vote and/or summary report of the Departmental Consulting Group (if received by the time of submission to the Dean); and, in the event of a negative recommendation, following receipt of the recommendation of the Departmental Executive Officer
5. External letters of review (one bookmark per letter)
6. CV
7. Candidate's personal statement
8. Summary of teaching evaluations since appointment or last promotion

9. Examples of teaching materials selected by the candidate since appointment or last promotion (limited to no more than five examples)
10. Examples of publications or materials demonstrating scholarly productivity, since appointment or last promotion (if provided and limited to no more than 5 examples)

**9. Where can I find the responsibilities of the Faculty Member in the review and promotion process?**

[https://medicine.uiowa.edu/facultyaffairs/sites/medicine.uiowa.edu/facultyaffairs/files/wysiwyg/uploads/Faculty%20Member%20Responsibilities\\_2018.pdf](https://medicine.uiowa.edu/facultyaffairs/sites/medicine.uiowa.edu/facultyaffairs/files/wysiwyg/uploads/Faculty%20Member%20Responsibilities_2018.pdf)

Carver College of Medicine

Responsibilities of Faculty Member in review and promotion processes.

The following document outlines the responsibilities of the faculty member in the compilation and accuracy of the dossier considered for review and promotion in the Carver College of Medicine. The full College of Medicine policies are available on the Carver College of Medicine website at [Promotions: Office of Faculty Affairs: UI Carver College of Medicine](#).

- I. CANDIDATE RESPONSIBILITIES FOR PROVISION OF MATERIALS AND INFORMATION
  - A. **It is the candidate's responsibility, with the advice of the DEO, to compile and submit substantive material for inclusion in the promotion dossier (the core of the Promotion Record) on or before September 4 of the academic year in which the promotion decision is to be made unless an earlier deadline is established by the department. Materials should be placed on the website: <https://ccompat.iowa.uiowa.edu/Account/LogOn.aspx?ReturnUrl=%2fCandidate>**

The dossier submitted by the faculty member to the Department Chair will contain the following:

1. A current curriculum vita in College of Medicine format, with annotation of published works.
2. the candidate's personal statement on teaching (consisting of a summary and explanation—normally not to exceed 3 pages—of the candidate's accomplishments and future plans concerning teaching, and comments on these accomplishments and plans and on other items included in the dossier related to teaching);

copies of up to 5 examples of course materials, including syllabi, instructional Web pages, computer laboratory materials, etc.;

and, as an appendix to the dossier, copies of teaching evaluations by learners for

each course taught (the candidate will include all learner teaching evaluations in her or his custody for each course taught);

- 3a. for tenure track faculty a record of the candidate's scholarship, including:

the candidate's personal statement on scholarship (consisting of a summary and explanation—normally not to exceed three pages—of the candidate's accomplishments and future plans concerning scholarship, and comments on these accomplishments and plans and on other items included in the dossier related to scholarship); and, as an appendix to the dossier, copies of up to 5 of the candidate's published works,

- 3b. for clinical track faculty members a record of the candidate's professional productivity and, if applicable, scholarship including

the candidate's personal statement on professional productivity/scholarship (consisting of a summary and explanation—normally not to exceed three pages—of the candidate's accomplishments and future plans concerning professional productivity, and comments on these accomplishments and plans and on other items included in the dossier related to professional productivity/scholarship);

and if applicable, as an appendix to the dossier, copies of the materials documenting the candidate's professional productivity;

4. a record of the candidate's service to the department, college, university, profession, and community, including:

In the College of Medicine, the term “service” will include the provision of clinical service for those faculty members who provide such service. However, clinical service alone will not be sufficient to fulfill this criterion for promotion.

- a. for tenure track faculty, the candidate's personal statement on service consisting of a summary and explanation—normally not to exceed two pages—of the candidate's accomplishments and future plans concerning service, and comments on these accomplishments and plans and on other items included in the dossier related to service; and
- b. for clinical track faculty, the candidate's personal statement on service consisting of a summary and explanation—normally not to exceed three pages—of the candidate's accomplishments and future plans concerning service, and comments on these accomplishments and plans and on other items included in the dossier related to clinical and other service

5. Within the appropriate section(s) of the dossier as listed above, other information

relevant to the candidate's record in teaching, scholarship, or service that is deemed to be important in the candidate's judgment.

**B. It is the candidate's responsibility to cooperate in obtaining peer evaluation of the candidate's teaching by participating in the following process:**

The range of teaching activities conducted by faculty in the College of Medicine, and hence subject to this evaluation is broad, and includes, but is not limited to: lectures, small group facilitation in the non-clinical setting, clinical teaching in the ward, clinic, or operating room, and graduate student advising. Teaching performed outside the institution (for example, at national meetings, or as part of continuing medical education events) may be included, but these activities may not constitute the sole source of teaching activities for evaluation. Peer evaluations must be obtained on at least two separate teaching events and by at least two different reviewers within two years prior to the promotion consideration.

**C. It is the candidate's responsibility to cooperate in obtaining peer evaluation of the candidate's scholarship and/or professional productivity by participating in the following process:**

Selection of reviewers will begin on or before September 15, of the academic year in which the promotion decision will be made, unless an earlier deadline has been established by the Department.

The candidate will provide to the Departmental Executive Officer (DEO) when solicited a list of appropriate reviewers from peer institutions (e.g. AA.U, Big Ten, major public, Carnegie Research I) or institutions in which the corresponding department or individual evaluator is of peer quality, and add suggestions to the list. After consultation with the internal peer review group and the possible addition of names of other potential external reviewers, the DEO will provide the total list to the faculty candidate.

For **clinical track faculty** members being promoted to Professor, at least half of the letters must be obtained from individuals external to the institution; for promotion to Associate Professor, letters from individuals external to the institution may be included but are not required.

The candidate will identify any potential reviewer on the list who may be unfairly biased, and may prepare a written objection to be given to the DEO.<sup>1</sup>

The DEO, after the consultation described above, will select the final list to be invited.<sup>2</sup>

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<sup>1</sup> In identifying potential reviewers, all participants in the selection process will take into account the standing of the prospective reviewer in the discipline, the likely knowledge of the reviewer of the material to be reviewed, the apparent impartiality of the reviewer, and the contribution of the reviewer to achieving an overall

"balanced" review among the reviewers on any criterion for which there might be a range of perspectives. It is critical to avoid any situation in which a personal and/or professional relationship (including advising, mentoring, co-authoring, etc.) between the candidate and a prospective reviewer could undermine the reviewer's apparent impartiality.

<sup>2</sup> After or in anticipation of an invitation to an external reviewer to evaluate the candidate's published work, neither the candidate nor any other faculty member other than the DEO or Dean will communicate with the reviewer concerning the subject of the review or the review process.

## I. CANDIDATE RESPONSIBILITIES DURING THE REVIEW PROCESS

### A. **The candidate will be given an opportunity to respond to the internal peer evaluations as follows**

The Departmental Executive Officer (DEO) will send to the candidate a copy of the internal **peer evaluations** of the candidate's teaching, scholarship and/or professional productivity, and service that have been entered into the appropriate sections of the Promotion Record. The candidate will be allowed 10 working days to submit in writing any corrections to errors in the internal peer evaluations.

The results of the **Departmental Consulting Group's** vote and the summary report of its discussion will be provided to the candidate, redacted as needed by those who prepared the summary report to protect the confidentiality of any individual contributions, whether from students, reviewers, or University of Iowa faculty members. The candidate will be allowed 10 working days to submit in writing any corrections to errors in the Departmental Consulting Group report. This response accompanies the dossier to the Dean's office.

### B. **The candidate will be given the opportunity to respond to recommendation against promotion by the DEO as follows:**

The Departmental Executive Officer (DEO) writes an independent assessment of the candidate as part of the promotion process. In the event of a negative review by the DEO and at the same time that the Promotion Record is submitted to the Dean, the DEO will provide the candidate with a copy of the DEO's letter to the Dean. The candidate, upon request, will have access to the Promotion Record, providing the reviews of the candidate's scholarship are redacted as appropriate to protect the confidentiality of the reviewers; that any comments referring to reviews be redacted to protect the confidentiality of reviewers; and that the student evaluations of the candidate's teaching that were added to the Promotion Record by the DEO be redacted to protect the confidentiality of student.

The candidate will be allowed 10 working days to submit a letter of response and additional information to be included in the Promotion Record. The letter of response is sent to the DEO who will forward it to the Dean for inclusion in the Promotion Record.