Promotion and Tenure

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for Faculty
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)
  “Tenure Clock”

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

- **Other options (early promotion):**
  - The Department recommends
  - The faculty member requests review
Promotion Process

Promotion Materials

Aug
Sept

Promotion Committees

Vote, report

DCG

Nov

Vote

DEO

Decision, report

CCG

Jan

Vote, report

Dean

Decision, report

Provost

Decision

Regents

May

Department

College

Executive Committee

Promotion
Materials
Putting Together a Promotion Packet

- CV in CCOM format (APR or Word)
- Personal statement (teaching, scholarship, service)
- Sample teaching materials
  - 4-5 of your best examples
- Learner evaluations
  - Who keeps these?
- Peer evaluations of teaching
Putting Together a Promotion Packet

- Publications (pdfs)
  - 5 most representative (best)
- Potential external reviewers (8-10)
  - Names, titles, contact info., relationship
  - External to UI
  - Above your current rank
  - Conflicts of interest (should not be mentor, collaborator/coauthor, friend, etc.)
CV

• Make sure it is up to date!

• CCOM format

• Annotate bibliography
  - indicate contributions to papers where you are not first/last author (co-first, co-corresponding, middle)

• Indicate role on grants

• Indicate which talks were invited vs. submitted abstract

• Indicate role on committees (e.g. chair vs. member)
Personal Statement

• Brings your CV to life
• Not to exceed 8 pages
  - Teaching: up to 3 pages
  - Scholarship: up to 3 pages
  - Service: up to 2 pages (clinical and committees/etc.)
• Address any issues that you think reviewers may raise
• Include future plans and goals
Evaluation of Teaching

- Classroom (lectures, small group), clinical, lab/bench

- Review of teaching materials
  - Course materials
  - Presentations/lectures (e.g. PowerPoint slides)
  - Lecture handouts

- Quantity relative to peers

- Quality relative to peers (“effective teacher”)
  - Learner evaluations
  - Peer evaluations
  - Activities to improve
Evaluation of Scholarship

- Discovery and dissemination of new knowledge
  - Papers
- Driving force behind work
  - Independence
- Funding to carry out the work
  - R01, VA Merit, equivalent
  - Some work doesn’t require funding (uncommon)
Evaluation of Scholarship

- Quality/impact (number, journals, scope)
- Focus
  - Clear theme, developing an area, moving field forward
- Independence
  - Authorship order, funding (PI), external reviews
- Sustained productivity
  - lack of gaps, ongoing funding
- National/International reputation
  - for promotion to professor
Evaluation of Service

- Internal- Department, College, University
  - Committees
  - Mentoring
- External
  - Society committees, leadership
  - Editorial boards, journal reviewer
  - Study sections, grant reviews
- Clinical service
Advancement

• To Associate Professor with Tenure
  - Evidence of high quality teaching
  - Establishing a record of productive scholarship
  - Appropriate level of academic and/or professional service
  - Promise of promotion to professor

• To Professor with Tenure
  - Continued evidence of high quality teaching
  - Established record of productive scholarship
  - Unmistakable national/international reputation
  - Appropriate level of service
Department Process

- Materials gathered by faculty (Aug 1)

- Potential reviewer names gathered from faculty, in collaboration with chair/division director (Aug 15)
  - Department may add names (with faculty approval)
  - Letters are solicited by department

- Material is compiled and moved to the department review committee
Department Process

- Department review committee assesses teaching, scholarship, and service (September-October)
- Review and Vote by Department Consulting Group
  - All department tenure track faculty above rank
- Report written
  - Faculty may review and correct factual errors
- DEO forwards recommendation to the college
College/University Process

- Materials (teaching, scholarship, service) reviewed by the CCOM Executive Committee (Nov-Jan)
- Executive Committee makes a recommendation to the dean
- Dean makes recommendation to the provost (Feb)
- Consideration by the Iowa Board of Regents (May)
- Promotion takes effect July 1
How to Get Help

- CCOM policies and procedures
  https://medicine.uiowa.edu/facultyaffairs/faculty/promotion-and-tenure
- Talk to leadership (DEO, division director, vice chair for faculty)
- Talk to mentor or recently promoted faculty
- Office of Faculty Affairs and Development
  - 335-8067
- Promotion and Tenure website
  https://webapps1.healthcare.uiowa.edu/PromotionTenure