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"

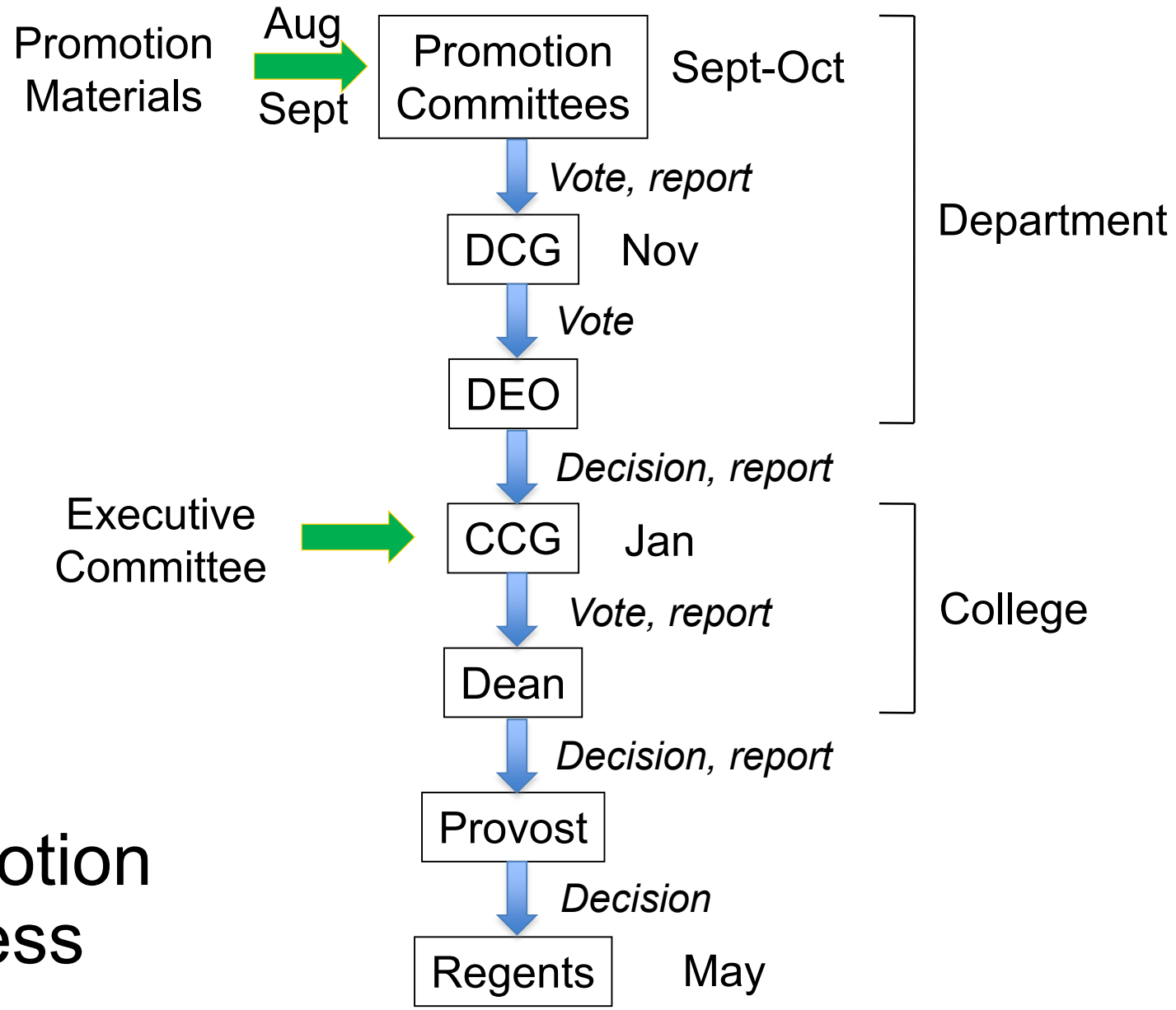
- Associate to Full

  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



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