

2023-24 Guidelines for Promotion Recommendations in the College of Medicine

The following information is for the review and promotion of clinical, research, and tenure track faculty. Department Chairs have already received information directly from the Office of the Provost about this process. *We encourage you to contact the Office of Faculty Affairs and Development (5-8067) with questions on any detail of the process.*

DEADLINE FOR CANDIDATE REQUEST TO BE CONSIDERED FOR PROMOTION IS AUGUST 18, 2023. DEADLINE FOR CANDIDATE SUBMISSION OF MATERIALS IS SEPTEMBER 6, 2023. PROMOTION DOSSIERS AND MATERIALS MUST BE COMPLETE AND UPLOADED TO THE ONLINE PROMOTION AND TENURE APPLICATION NO LATER THAN WEDNESDAY, NOVEMBER 15, 2023.

Log on at: [Promotion and Tenure website](#)

Please remind your faculty that the promotion and tenure process is a confidential one. There should be no informal discussions regarding candidates for promotion. Faculty and departmental decisions should be based on the written record presented in the complete dossier.

On the following pages you will find:

- Instructions on the promotion process for clinical, research, and tenure track faculty members.
- The information to be uploaded to the online application for a promotion dossier.
- Information regarding the promotion process and materials for Adjunct and non-paid Clinical Track (Adjunct Clinical) faculty members.

Additional information can be found on the Office of Faculty Affairs and Development website at <https://medicine.uiowa.edu/facultyaffairs/faculty/promotion-and-tenure>

Instructions on the promotion process for clinical, research, and tenure track faculty

1. Criteria and guidelines for promotion in the College of Medicine are located on the following website: <https://medicine.uiowa.edu/facultyaffairs/sites/medicine.uiowa.edu/facultyaffairs/files/pt-procedures-Guidelines%2022-23.pdf>

Reference documents:

- Clinical Track Promotion Procedures
 - Research Track Promotion Procedures
 - Tenure Track Promotion Procedures
 - Policies and Procedures Concerning Faculty Appointments and Evaluation (full criteria for ranks)
2. Any faculty members with **joint or secondary appointments in another department/college** who are being considered for promotion in the College of Medicine must be reviewed by the secondary department(s) as long as there is a salary associated with the appointment. If monies are involved with the secondary appointment, a letter from the secondary department chair(s) is to be included in the College of Medicine promotion packet. The process for review of 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. **If there is no salary involved, the secondary appointment does not need to provide any documentation. It is the responsibility of the primary department to make the promotion dossier available to the secondary department(s).**
 3. The **final faculty vote** on each candidate for promotion should occur after the dossier, including

external letters, is complete.

4. 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 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. If the faculty member wishes to review his/her file, at any time during the review process, please contact the Office of Faculty Affairs and Development at 5-8067 to verify what the procedures allow.

Instructions regarding what needs to be included in promotion dossiers and inclusions into dossiers.

Each dossier should include:

1. Recommendation for Faculty Promotion cover sheet. This form is initiated in the Faculty Admin Center (FRAP). Complete the recommendation for promotion and primary department approval sections. If a faculty has a secondary appointment that has a monetary association with it, the secondary department approval will need entered. If there is no money involved, the secondary appointment should not be entered and routed. Please keep the original contract end date even though the faculty may be applying for promotion sooner. The cover sheet workflow will route to the appropriate DEO for approval. Departmental Executive Officer's letter making a recommendation to the Dean; followed by any secondary and/or tertiary DEO letters
2. The vote and report of the Departmental Consulting Group for each faculty member considered (one report per faculty member)
3. 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 (DCG) (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
4. External letters of review (at least 4) – letters must come from individuals at or above the rank to which the person is being promoted.
5. Note: Clinical Track Only – (Assistant to Associate) – all review letters can be internal; however, two must be from outside the department/division
6. Note: Clinical Track Only – (Associate to Full) – at least half of the letters must be external review letters.
7. 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, etc.
8. Annotated CV in College of Medicine format
9. Internal Peer Review(s) of teaching, scholarship, and service
10. Candidate's personal statement(s) regarding teaching, scholarship, and service
11. Teaching evaluations since appointment or last promotion and summary if available.
12. Up to five examples of teaching materials selected by the candidate since appointment or last promotion. **Please convert PowerPoints to 3 or 6 per handout page and then upload as a PDF.**

13. Up to five examples of publications or materials demonstrating scholarly productivity, since appointment or last promotion.

Adjunct Faculty Members including Adjunct Clinical and Non-paid Clinical Track Promotion process and materials

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 two letters of support have been received, the entire dossier may be considered by the DCG, 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. For adjuncts only, the Recommendation for Faculty Promotion Cover Sheet that is available from the Faculty Affairs website [Promotion and Tenure for HR Administrators | Office of Faculty Affairs and Development \(uiowa.edu\)](#).
2. Departmental Executive Officer's letter making a recommendation to the Dean
3. The vote and report of the Departmental Consulting Group (DCG) 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 five examples)

Additional Reminders:

- The Recommendation for Promotion Cover Sheet is completely processed electronically through FRAP. If any Workflow routing changes are needed, please contact ccom-ofad@uiowa.edu.
- The electronic Recommendation for Promotion Cover Sheet must have all fields filled in! (Proposed Rank, Appointment Period, Start and End Dates, Primary Department Votes, Secondary Department Votes (if applicable) and the DEO's Recommendation).