

## **Carver College of Medicine Review and Promotion Generic Timetable**

In the 3 years prior to promotion consideration:

At least three peer evaluations of teaching reports must be made. These must be from at least 2 different reviews of at least 2 different teaching activities

July 15 (this date may be earlier at the discretion of the Department)

The DEO notifies all faculty of need for dossier if:

- ▶ The tenure track faculty member is in the last probationary year (year 6 for nonclinical faculty and year 8 for clinical faculty)
- ▶ The department recommends a faculty member for consideration for promotion
- ▶ The candidate requests promotion consideration

August 15 (this date may be earlier at the discretion of the Department)

Candidate notifies DEO of intent to submit materials for consideration of promotion.

September 4 (this date may be earlier at the discretion of the Department)

Dossier due from faculty member to DEO, should be placed on the promotions website (<https://ccompat.iowa.uiowa.edu/Account/LogOn.aspx?ReturnUrl=%2fCandidate>).

Required dossier materials include

- current CV in Collegiate format
- personal statement related to the missions (teaching, scholarship/professional productivity and service)
- up to 5 examples of educational materials (can be power point)
- up to 5 examples of scholarship
- list of potential external reviewers

any teaching evaluations that the department may not have

During September (this date may be earlier at the discretion of the Department)

DEO appoints Internal Peer Review Committee for independent assessment of dossier. This committee could be the entire faculty or a subset.

DEO consults Peer Review Committee on the list of potential external consultants and adds any names suggested; shares total list with candidate, and solicits letters.

September/October

Review Committee meets for consideration of dossiers and submits report to DEO and candidate

Candidate has 10 business days to respond

October/November

Information presented to Departmental Consulting Group

(DCG; may be same as peer review group) for

consideration.

DCG meets, votes, submits DCG report to candidate

Candidate has 10 business days to respond

DEO writes independent letter assessing candidate's qualifications for promotion

November 15<sup>th</sup>

Complete dossier due to Dean's Office, submitted through promotion website, along with cover sheet recommending promotion.