This flowchart outlines the preparation of the Promotion Record for Tenure-Track Faculty. For details on the process, please visit [here](#).

- **Candidates scheduled for REQUIRED tenure review**
- **Requests for EARLY TENURE review submitted to DEO**
- **Requests for review for PROMOTION TO FULL PROFESSOR submitted to DEO**

  - DEO sends CV to deans; awaits response.
  - Candidate decides to go forward.
  - Candidate withdraws.

  - Deans agree to candidate's request.
  - Deans recommend candidate not go forward.

  - DEO submits candidate's current CV along with proposed list of external reviewers and credentials to Area Dean via e-mail. Deans may request more information or changes to CV and to list; when approved, CV will be in proper form for Promotion Record (PR), and DEO may extend invitations to externals. Received letters are held for the DCG evaluation. (Note: Process for joint appointees is defined in University/CLAS Procedures. Please note that an agreement negotiated with Area Dean and formalized in MOU takes precedence over Appendix E.)

  - Candidate submits dossier to DEO.

  - Dept P&T Comm conducts peer evaluations of teaching, scholarship, and service, including confidential evaluations solicited from faculty with whom candidate has team-taught who are at/above the candidate's proposed rank. Committee may write 3 reports, or 1 report covering 3 topics. **(NOTE: For candidates who have received extension(s) of probationary period chair of P&T committee must be informed:** An extension does not change the normal criteria for a tenurable record, nor does it imply that the faculty member will be held to a standard higher than the one he or she would have had to meet if the tenure decision had been made in the year when it was originally scheduled.) DEO puts signed report in PR, with duplicate to candidate.

  - Preliminary Review of PR occurs.

  - DCG considers dossier, internal peer report(s), external reviewer letters, candidate's corrections. DCG chair conducts discussion and vote, drafts report for members' approval, submits final report to DEO for inclusion in PR. Faculty may write confidential evaluation and submit to DEO, to be appended to the DCG report. **(NOTE-- For candidates who have received extension(s) of probationary period chair of DCG must read this paragraph aloud at start of meeting:** An extension does not change the normal criteria for a tenurable record, nor does it imply that the faculty member will be held to a standard higher than the one he or she would have had to meet if the tenure decision had been made in the year when it was originally scheduled. Add cc: [candidate] at bottom of report. Confidential evaluations by individual faculty appended to DCG are NOT given to candidate. If candidate writes response to DCG, response is submitted within 5 working days to Dean, copied to DEO, who must delay writing their recommendation to accommodate that response.

  - DEO writes own evaluation, addressed to the Dean. A copy of the DEO recommendation is given to the candidate if and only if recommendation is negative. In that case add cc: [candidate] at bottom of DEO recommendation.

  - DEO transmits Promotion Record to the Office of the Dean VIA E-MAIL (clas-pt@uiowa.edu) by published deadline. Keep original copies of documents in the Department. Provide 1 set of publications/artistic productions to the Dean's Office.

  - Candidate may correct factual errors in writing to DEO within 5 working days.