

Candidate's Name: _____

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CLINICAL TRACK PROMOTION RECORD**

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<u>Recommendation for Promotion Cover Sheet</u>	<i>This form is not part of the PDF promotion record but is listed here as a reminder that it must be submitted by the deadline.</i> Form is accessed by Department Administrator within the Faculty Admin Center and routed via workflow. Be sure to insert all required information, including the Proposed Rank, DCG vote, and DEO Recommendation.
1a_Position Description	The position description (basic functions and specific duties) developed at the time of the appointment or in effect at the time of the previous successful promotion review, with any subsequent revisions; typically the offer letter or a subsequent MOU.
CURRICULUM VITAE	
2 <u>Candidate's CV</u>	The CLAS Standard CV should be inserted here. If updates to the CV are added to the original dossier, each should be labeled as such including date added. Updates should be placed at the front of the CV.
CONTRACT RENEWAL REVIEW	
3a_DEO Letter Contract Renewal Rev	DEO's letter from the most recent review for contract renewal. The actual review document is not included in the PR.
3b_Collegiate Recom Contract Renewal Rev	Collegiate recommendation letter from the Dean
3c_Candidate's Resp Contract Renewal Rev	Candidate's response to either the DEO letter or the collegiate recommendation
TEACHING	
4a <u>Personal Statemt</u>	Candidate's Personal Statement on Teaching
4b <u>Chart Tchg Assignment</u>	The CLAS Summary of Teaching Assignments Chart
PROFESSIONAL PRODUCTIVITY	
5a <u>Personal Statemt</u>	Candidate's Personal Statement on Scholarship
5b <u>Chklist, Progr Publ*</u>	Complete this form for each book manuscript in the PR.

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5c List, External Rev	Only those reviewers who submitted a letter should be included in the list entered into the PR. Reviewer CVs or bios should not be inserted in the PR. Number of external reviewers required .
5d Log of Corresp	Only those reviewers who submitted a letter should be included in this log of phone calls, emails, correspondence, etc.
5e_Copy Invite Letter	One copy of the DEO's letter of invitation should be inserted here. (For the DEO's reference in writing a letter to prospective external reviewers, a template can be found here .)
5f_i_Letter Ext Rev	As soon as External Reviewer letters arrive, give each a label on the top right corner of each letter, "A", "B", "C", etc. DCG and DEO can then refer to these labels instead of names of each reviewer.
5f_ii_Letter Ext Rev	
5f_iii_Letter Ext Rev	
5f_iv_Letter Ext Rev	
SERVICE	
6a Personal Statem	Candidate's Personal Statement on Service
REPORTS	
7a Collegiate Criteria 7a Dept. Criteria*	Only one set of criteria should be inserted into the PR. If the department has its own approved criteria, insert only those criteria, otherwise, insert the CLAS criteria.
7b i Promotion Comm Report	Classroom observation reports must be included in the PR as an addendum to the Promotion Committee Report Each department has a specified number of required observations .
7b ii Candidate Resp Promotion Report	Candidate's response, if any, to the Promotion Committee Report. If the candidate has no corrections to the report, please include the candidate's email/correspondence to the DEO indicating such.
7c_i_DCG Cover	This form will be provided by CLAS by mid-October.
7c ii DCG Report	As soon as External Reviewer letters arrive, give each a label on the top right corner of each letter, "A", "B", "C", etc. DCG and DEO can then refer to these labels instead of names of each reviewer.
7c_iii_DCG Indiv Eval*	This form is optional, but does provide additional insight for the CCG, the Dean, and the Provost.
7c iv Candidate resp DCG	Candidate's response, if any, to the DCG Report. If the candidate has no corrections to the report, please include the candidate's email/correspondence to the DEO indicating such.
7d DEO Recomm	The candidate must have an opportunity to correct errors in the DCG report before the DEO writes his/her letter of recommendation to the Dean. The candidate receives a copy of the DEO letter if and only if the DEO letter is <i>negative</i> .

*Not every case will have a file in this bookmark. If no file is present, add a page to the PR that states "Not Applicable" or "No Comments".

Final Checklist:

- All items listed above are included
- All pages readable (not sideways, font is clear and readable)
- No blank pages are included
- Page numbers are placed at the bottom right corner of each page
- Each bookmark is linked to the correct page
- Headings for each section of the pdf bookmarks are bold
- DEO and/or Dept. Administrator has reviewed the bookmarked PDF

Preliminary Review of Promotion Record: After Promotion Committee Report has been added to the Promotion Record, send bookmarked pdf to clas-pt@uiowa.edu for review.

After Preliminary Promotion Record Approved and Final Materials have been added:

- ❖ Submit Promotion Record as single bookmarked pdf to CLAS: clas-pt@uiowa.edu
- ❖ Deliver the following items to CLAS, 240 SH:
 - Creative works/publications that were sent to external reviewers – Documents in electronic format may be submitted as a single bookmarked pdf. Books or other materials that are not available electronically should be delivered to the Dean's Office.

Questions? Contact [Tiffany Schier](#), 384-1172 or [Becca Tritten](#), 335-2235