

Candidate's Name: _____

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Clinical-Track Promotion Record

Reminder: Recommendation for Promotion Cover Sheet must be submitted by the deadline. The cover sheet is accessed within FRAP in the Faculty Admin Center and routed via Workflow. Be sure to insert all required information, including the Proposed Rank, Appointment Period, DCG Vote, and DEO Recommendation.

Bookmark	Description of Contents/Notes
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_Candidate's CV	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 the 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 Recomm 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_Personal Stmtnt	Candidate's Personal Statement on Teaching.
4b_Chart Tchg Assignment	The CLAS model Summary of Teaching Assignments can be found here .
PROFESSIONAL PRODUCTIVITY	
5a_Personal Stmtnt	Candidate's Personal Statement on Scholarship.
5b_Checklist Prog Publ	Complete this form for each book manuscript in the PR.
5c_List External Rev	Only those reviewers who submitted a letter should be included in the list of external reviewers entered into the PR. Reviewer CVs or bios should not be inserted in the PR. Review the number of external reviewers required here .

5d_Log of Corresp Only those reviewers who submitted a letter should be included in the log of phone calls, emails, correspondence, etc. A template can be found [here](#).

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

5f_ii_Letter Ext Rev

5f_iii_Letter Ext Rev

5f_iv_Letter Ext Rev

As soon as External Reviewer letters arrive, label each in the top right corner of the letter. Label the letters "A," "B," "C," etc. The DCG and DEO can then refer to these labels instead of the names of each reviewer.

SERVICE

6a_Personal Stmt Candidate's Personal Statement on Service.

REPORTS

7a_Collegiate Criteria Only one set of criteria should be inserted into the PR. If the department has its own approved criteria, insert the [department criteria](#). If no department-specific criteria exists, insert the [CLAS criteria](#).

7a_Dept Criteria

7b_i_Promotion Comm Rpt Classroom observation reports must be included in the PR as an addendum to the Promotion Committee Report. Each department has a specific [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 Sheet This form will be provided by CLAS mid-October.

7c_ii_DCG Report Templates for the DCG Report can be found [here](#).

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 submits their [letter of recommendation](#) to the Dean. The candidate receives a copy of the DEO letter **if and only if the DEO letter is negative**.

*Not every case will have a file in this bookmark. If no file is present, add a page to the PR that states "Title of item - Not applicable."

Promotion Record Checklist:

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

Preliminary Review of Promotion Record

After P&T Committee Report has been added to the Promotion Record (~November 1), send the bookmarked PDF to clas-pt@uiowa.edu for an initial review.

After Preliminary Review and Approval with Final Materials 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.

If you have questions, contact [Tiffany Schier](#) (384-1172) or [Rachel Spengler](#) (335-1937)