

Candidate's Name: _____

Table of Contents

Tenure-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_MOU*	Only for faculty with joint appointments or those who are cluster hires.
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.
THIRD-YEAR REVIEW MATERIALS (To Associate Professor with Tenure candidates only)	
3a_DEO Letter Third-Year Rev*	The actual review document is not included in the PR.
3b_Collegiate Recomm Third-Year Rev*	Collegiate recommendation letter from the Dean.
3c_Candidate's Resp Third-Year Rev*	Candidate's response to either the DEO letter or the collegiate recommendation.
TEACHING	
4a_Personal Stmt	Candidate's Personal Statement on Teaching.
4b_ SPOT Teaching Chart	The SPOT teaching chart will be obtained from the department administrator for 2025-26 faculty promotions. Details here.
4c_Letters Colleagues	Only include letters from colleagues who have team-taught with the candidate and who are at or above the rank to which the candidate seeks promotion and/or tenure. No unsolicited letters may be added to the PR.
SCHOLARSHIP/ARTISITIC PRODUCTION	
5a_Personal Stmt	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 Stmtnt	Candidate's Personal Statement on Service.
6b_Assessment of Service*	Assessment of the quality of service only applies when explicitly required by the department.

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 the department criteria . If no department-specific criteria exists, insert the CLAS criteria .
7b_i_P&T Comm Rpt	Classroom observation reports must be included in the PR as an addendum to the Departmental Promotion Committee Report. Each department has a specific number of required observations .
7b_ii_Candidate Resp P&T	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 Departmental Promotion 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 [Rachel Spengler](#) (335-1937) or [Tiffany Schier](#) (384-1172).