

Candidate's Name: _____

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Instructional-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*	Include all contracts and/or MOUs defining workload and expectations at the current rank.
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.
PREVIOUS REVIEW MATERIALS	
3a_i_Review Form	Instructional Faculty review form from the candidate's most recent review for contract renewal.
3a_ii_Candidate's Response Rev	Candidate's response to the review.
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 .
4c_Other Matls	Other materials related to the candidate's teaching. This includes, but is not limited to, Student Evaluations and Course Syllabi. These materials should be compiled in a separate bookmarked PDF titled <i>Other Teaching Materials (PDF #2)</i> . Include a page in the main PR labeled "4c_Other Matls – See PDF#2"
PROFESSIONAL PRODUCTIVITY (This section is optional, effective July 2024)*	
5a_Personal Stmtnt*	Candidate's Personal Statement on Professional Productivity.
5b_Other Matls*	Other materials related to the candidate's professional productivity. These materials should be compiled in a separate bookmarked PDF titled <i>Other Professional Productivity Materials (PDF #3)</i> . Include a page in the main PR labeled "5b_Other Matls – See PDF#3"

SERVICE

6a_Personal Stmtnt Candidate's Personal Statement on Service.

6b_Other Matls Other materials related to the candidate's service.

REPORTS

7a_Collegiate Criteria OR
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 collegiate criteria](#).

7b_i_P&T 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 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 P&T Committee Report has been added to the Promotion Record, send the bookmarked PDF to clas-pt@uiowa.edu for an initial review.

After Preliminary Review and Approval with Final Materials Added

Send the following bookmarked PDFs to clas-pt@uiowa.edu

- PDF #1: Promotion Record
- PDF#2: 4c_Other Teaching Materials (including ACE forms and student comments)
- PDF #3: 5b_Other Professional Productivity Materials**

***Effective July 2024, this is optional*

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