**IOWA**                                     **College of Liberal Arts and Sciences**

# Candidate's Name: _____

# Instructional-Track Faculty Promotion Record Table of Contents (Instruction Track)

Pursuing promotion to (check one):

☐ Associate Professor of Instruction          ☐ Professor of Instruction

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 directly related to promotion evaluation, if applicable. |
| **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 provided as a 1-page update and be labeled as such including the date added. Updates should be placed at the front of the original 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_ Teaching Self-Assessment | Candidate's narrative teaching self-assessment. Details here. |
| 4b_Teaching Evidence | Curated materials that support the claims in the self-assessment and demonstrate the candidate's teaching effectiveness. Effective Fall 2025, this is no longer a separate bookmarked PDF; it is part of the single record. |
| 4c_SPOT Teaching Chart | The SPOT teaching chart will be obtained from the department administrator for 2025-26 faculty promotions. Details here. |
| **SERVICE** | |
| 5a_Service Self-Assessment | Candidate's personal statement on service. |

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|---|---|
| 5b_Service Evidence* | Optional curated materials that support the claims in the service self-assessment. |

| **REPORTS** | |
|---|---|
| 6a_Collegiate Criteria  OR<br><br>6a_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. |
| 6b_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. |
| 6b_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. |
| 6c_i_DCG Cover Sheet | This form will be provided by CLAS mid-October. |
| 6c_ii_DCG Report | Templates for the DCG report can be found here. |
| 6c_iii_DCG Indiv Eval* | This form is optional, but does provide additional insight for the CCG, the Dean, and the Provost. |
| 6c_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. |
| 6d_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

Send the single bookmarked PDF to clas-pt@uiowa.edu

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