

DEPARTMENTAL CONSULTING GROUP

The Departmental Consulting Group (DCG) for **tenure track** promotion considerations consists of all tenured members of the candidate's department at or above the academic rank being sought (and, for tenure decisions, tenured faculty members of the same rank). The DCG for **clinical track** promotion considerations consists of all clinical track faculty members, and all tenure track members of the candidate's department at or above the academic rank being sought. The collegiate Dean, the Provost, and any faculty member with a collegiate or provostial administrative appointment of 50% or greater, and faculty members with a disqualifying conflict of interest are excluded from this process.

DCG members who are also members of the Collegiate Consulting Group will participate in the promotion decision for a candidate from their department at the departmental level and may not participate in the Collegiate Consulting Group's deliberations or voting in regard to that candidate (each individual participating in the promotion decision-making process may vote for or against the granting of promotion to a candidate only once).

The Departmental Executive Officer may attend the meetings of the DCG, but may not vote, participate in the discussion other than to provide factual information, or contribute to the written report summarizing its discussion.

The Departmental Consulting Group will meet to discuss the candidate's qualifications, to vote by secret ballot for or against the granting of promotion, and, in accordance with the college's written Procedures on promotion decision-making, to prepare a summary report of the discussion, document the final vote, and enter that information into the Promotion Record. The summary report will contain a recommendation for or against the granting of promotion based on the written Procedures of either the department or the college, as applicable. In the College of Medicine, a simple majority vote signifies a criterion vote.

In the Carver College of Medicine, the DCG will select one of its members to prepare a summary report, which will then be reviewed by the entire group. Revisions will be made if needed, and then the report will be placed into the Promotion Record.

The results of the DCG's vote and the summary report of its discussion will be transmitted to the Departmental Executive Officer as part of the candidate's Promotion Record, and also provided to the candidate, redacted as needed by those who prepared the summary report to protect the confidentiality of any individual contributions, whether from students, reviewers, or University of Iowa faculty members.