

College of Medicine

Responsibilities of DEO in review and promotion processes.

The following document outlines the responsibilities of the DEO in the compilation and accuracy of the dossier considered for review and promotion in the tenure track. The full College of Medicine policies are- available on the College of Medicine website at <http://www.medicine.uiowa.edu/faculty/facultyaffairs/resources/index.html>

It is the DEO's responsibility to inform the candidate in writing in the year of appointment to a tenure-track or salaried clinical track position, in the year of any contract renewal, and at the beginning of the academic year in which the promotion decision will be made of the material that will be required to be included in the promotion dossier, and of the candidate's responsibility to compile and submit the dossier by the specified date in the academic year of the promotion decision.

It is the responsibility of the DEO to advise the candidate in compiling material for the dossier, to complete the compilation of the dossier (and subsequently to complete compilation of the Promotion Record by adding materials to it throughout the departmental decision-making process), and to ensure to the greatest extent possible that the Promotion Record serves as a fair and accurate evaluation of the candidate's strengths and weaknesses, and is not purely a record of advocacy for the candidate. The responsibility to advise the candidate in compiling the dossier material is not limited to the immediate period of the tenure and promotion review, but rather is an ongoing responsibility that begins when the faculty member is appointed to the department.

The Departmental Executive Officer will add to the appropriate appendix of the Promotion Record any student teaching evaluations that may have been solicited by the department as part of its regular promotion review process.

For tenure track faculty members, the Departmental Executive Officer will solicit from the candidate a list of appropriate external reviewers from peer institutions (e.g. AA.U, Big Ten, major public, Carnegie Research I) or institutions in which the corresponding department or individual evaluator is of peer quality, and add suggestions to the list. For clinical track faculty members the DEO will solicit from the candidate the names of individuals who may be selected as above or from within the institution (for associate professor) and external to the institution (for full professor) who can speak to the individual's contributions within the clinical discipline. The Departmental Executive Officer will to those faculty members who have been assigned to complete an internal peer review of the candidate's scholarship and those faculty members will add other potential external reviewers. The Departmental Executive Officer will add to the list and will share the completed list of potential external reviewers with the candidate. If the candidate feels that any potential external reviewer on the list might be unfairly biased, the candidate may prepare a written objection and give it to the Departmental Executive Officer. The departmental Executive Officer will determine which of the potential external reviewers will be asked to provide a letter of review. The Departmental

Executive Officer will ask the reviewers to provide an assessment of the quality and quantity of the candidates' scholarship.

The Departmental Executive Officer will keep a record of

- the list of suggested reviewers
- the names of persons invited to review
- the names of actual reviewers
- comments submitted by the candidate, the Departmental Executive Officer, and the internal faculty reviewers
- correspondence and other communications between the Departmental Executive Officer or Dean and invited reviewers and actual reviewers.

The Departmental Executive Officer will send to the candidate a copy of the internal peer evaluations of the candidate's teaching, scholarship, and service that have been entered into the appropriate sections of the Promotion Record.

If the candidate submits a letter correcting errors in the internal peer evaluations of the candidate's teaching, scholarship, and service, the Departmental Executive Officer will enter it into the Promotion Record.

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

Based on the Promotion Record, the Departmental Executive Officer will recommend that promotion be granted or denied in a separate letter to the collegiate Dean for each candidate.

The Departmental Executive Officer's letter to the Dean will explain her or his reasons for recommending for or against promotion, and, when the recommendation of the DCG is not followed, will explain why a contrary recommendation is being made and will address any disagreement between the DEO's evaluation and the evaluation of the DCG as reflected in the summary of the Departmental Consulting Group's discussion

If the Departmental Executive Officer recommends that the candidate be promoted, the Departmental Executive Officer's letter to the Dean will address any negative aspects of the Promotion Record; and, if tenure is to be granted, the Departmental Executive Officer will indicate in the letter to the Dean how the candidate has met the criteria for tenure.

The Departmental Executive Officer's letter will be transmitted to the Dean as part of the candidate's Promotion Record.

At the same time that the Promotion Record is submitted to the Dean, if the DEO's recommendation is negative, the DEO will provide the candidate with a copy of the DEO's letter to the Dean.