

TO: Deans, Directors and Departmental Executive Officers
FROM: Susan R. Johnson
Associate Provost for Faculty
RE: 2009-10 Promotion and Tenure Procedures
DATE: August 24, 2009

Over the next few months, departments and colleges will be involved in the process of arriving at recommendations for the awarding of tenure, and for promotions in academic rank that will be effective for the 2010-11 academic year. This memorandum references, for the information of all faculty members, University policies and procedures related to promotions.

The Procedures for Tenure and Promotion Decision Making at The University of Iowa (available at: <http://provost.uiowa.edu/faculty/fachandbk/policies/ptprocedures.pdf>) are to be followed for all tenured and tenure-track faculty. The Procedures for Clinical-track Promotion Decision Making at the University of Iowa (available at <http://provost.uiowa.edu/faculty/fachandbk/policies/ptproceduresct.pdf>) are to be followed for all clinical-track faculty. The Procedures for Promotion of Adjunct Faculty Members (available at: <http://provost.uiowa.edu/faculty/fachandbk/policies/ptproceduresadjunct.pdf>) are to be followed for all adjunct faculty members. In addition to these University procedures, each college will follow its own written procedures governing tenure and promotion decision making.

This information is being sent to all faculty in a separate memo so that they will be aware of the promotion & tenure policies and procedures.

The *Recommendation for Promotion Form* is available as Appendix B in PDF format on the web at the above-referenced sites and may be completed on line before printing. We are in the process of making this form available on the Self-Service site. When a faculty member's name or ID is entered, the top portion of the form will automatically be populated. The form will then need to be printed and routed for completion and signature approvals. This will help departments by ensuring accurate information pulls into the form and also ensure that secondary/tertiary appointments are noted. This form will be available by the end of September and more information will be provided to you at that time. Either the old or the revised form will be accepted by the Office of the Provost.

The final deadline by which collegiate recommendations are due in the Office of the Provost is **February 9, 2010**. Receipt of recommendations by this date will greatly facilitate our efforts to submit recommendations to the Board of Regents in **late March** so that actions can be known to faculty members prior to the end of the academic year. All colleges are encouraged to start the process immediately, if they have not already done so. An early start will help ensure that each college and department has ample time to identify candidates for promotion, implement systematic procedures that are in accordance with University and collegiate policies, and provide all candidates with thorough, fair, and careful review at each step of the process. Please note that candidates must compile and submit substantive material for inclusion in the promotion dossier on or before the date specified in the college's written policy or in the absence of a specified date, **September 1**.

Should you have any questions regarding these materials, please contact me at 335-0256 as soon as possible. If you have questions about important decision dates for individual faculty members, such as when the review for tenure is required, please contact Amy Kirkey (5-0139).

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