

TO: Department Heads  
Members of the Executive Committee  
Departmental Administrators

FROM: Lois J. Geist, M.D.  
Associate Dean for Faculty Affairs and Development

RE: 2009-10 Guidelines for Annual Review and Promotion  
Recommendations.

The following information is for the review and promotion of clinical and tenure track faculty. You have already received information directly from the Office of the Provost about this process. *We encourage you to contact the Office of Faculty Affairs and Development (5-8067) with questions on any detail of the process.*

**PROMOTION DOSSIERS AND MATERIALS MUST BE POSTED TO THE T:DRIVE NO LATER THAN MONDAY, NOVEMBER 30, 2009.** Instructions on how to post are contained in this document.

Please remind your faculty that the promotion and tenure process is a confidential one. There should not be informal discussion regarding candidates for promotion. Faculty and departmental decisions should be based on the written record presented in the complete dossier.

On the following pages you will find:

- Instructions on the Promotion Process for tenure track and clinical track faculty members.
- The order of information and what needs to be included in electronic promotion dossiers
- Information regarding the promotion process and materials for Adjunct and non-paid Clinical Track (Adjunct Clinical) faculty members

Additional information can be found on the Office of Faculty Affairs and Development website at <http://www.medicine.uiowa.edu/faculty/facultyaffairs/promotion.html>

### **Instructions on the promotion process for tenure track and clinical track faculty**

1. Criteria and guidelines for promotion in the College of Medicine are found in the following documents:
  - [Procedures for Tenure Track Promotion Decision Making at the University of Iowa, including the procedures specific to the College of Medicine](#)
  - [Procedures for Clinical-Track Promotion Decision Making at the University of Iowa, including the procedures specific to the College of Medicine](#)
  - [Memoranda from Associate Provost for Faculty Susan Johnson.](#)
2. Any faculty members with **joint or secondary appointments in another department/college** who are being considered for promotion in the College of Medicine must be reviewed by the secondary department(s) as well. Parallel decisions and

recommendations must be made to the Provost in order to institute the promotion. It would be expected that a letter from the secondary department head(s) would be included in the College of Medicine promotion packet. The process for review in the secondary department(s) will be determined based on the agreement signed at the time of the appointment. However, the process will be either a full review by the secondary department and College of the materials provided by the primary department, or a faculty vote and letter of support from the secondary department to be included in the promotion dossier. It is the responsibility of the primary department to make the promotion dossier available to the secondary department(s).

3. The final faculty vote on each candidate for promotion should occur after the dossier, including outside letters, is complete.
4. Candidates must be notified in writing at the following points in the process:
  - Candidates must be provided a complete list of suggested external reviewers before the final decision is made on who shall receive letters of request and may submit in writing any objection to a listed reviewer that the candidate feels may be unfairly biased.
  - The candidate will receive copies of all internal peer evaluations of their teaching, scholarship and service that have been entered into the appropriate sections of the promotion record and will be given 10 working days to submit corrections of errors in those evaluations.
  - The candidate will receive a copy of the Departmental Consulting Group's recorded vote and summary report that has been entered into the appropriate sections of the promotion record and will be given 10 working days to submit corrections of errors in that document.
  - If the recommendation of the DEO to Dean is negative, the faculty member has 10 working days to access the promotion record and to submit corrections of errors in that letter.

**NOTE: Any identifiable reference to external reviewers contained in these documents must be redacted before sharing with the candidate.**

5. If the faculty member wishes to review his/her file, at any time during the review process, please contact the Office of Faculty Affairs and Development at 5-8067 to verify what the procedures allow.

## **Instructions regarding what needs to be included in electronic promotion dossiers and inclusions into dossiers.**

**Each dossier should be arranged as follows.** The dossier will be submitted electronically to the Dean's Office, T:Drive, FacultyAffairs under their respective departmental folder.

1. Annual review form when appropriate\*
2. [Recommendation for Faculty Promotion cover sheet](#) \*
3. Departmental Executive Officer's letter making a recommendation to the Dean;
4. The vote and report of the Departmental Consulting Group for each faculty member considered (one report per faculty member)
5. Candidate's letter, if the candidate has submitted such letter, correcting errors in the internal peer evaluations of the candidate's teaching, scholarship, and/or service; correcting errors in the recorded vote and/or summary report of the Departmental Consulting Group (DCG) (if received by the time of submission to the Dean); and, in the event of a negative recommendation, following receipt of the recommendation of the Departmental Executive Officer.
6. External letters of review
7. Annotated CV in College of Medicine format
8. Candidate's personal statement and internal peer review on teaching
9. Candidate's personal statement and internal peer review on scholarship
10. Candidate's personal statement and internal peer review on service
11. Appendix 1: Teaching evaluations since appointment or last promotion and summary if available.
12. Appendix 2: Up to five examples of teaching materials selected by the candidate since appointment or last promotion.
13. Appendix 3: Up to five examples of publications or materials demonstrating scholarly productivity, since appointment or last promotion.

\*Signatures from secondary departments must be secured prior to submission!

## **Adjunct Faculty Members including Adjunct Clinical and Non-paid Clinical Track Promotion process and materials**

The process for consideration of promotion of adjunct faculty members and/or non-paid clinical track faculty is different than that for paid clinical track and tenure track faculty members. Deadlines for submission of these materials will be the same.

- The candidate should submit to the Department:
  1. Current CV
  2. Copies of all teaching evaluations and information about teaching quantity since appointment/last promotion
  3. A 1-2 page personal statement of his/her teaching responsibilities. Copies of teaching information for most adjunct clinical faculty members may be obtained from the Office of Statewide Clinical Education Programs (contact: Carol Alexander 5-8618)
  
- An internal peer evaluation process will NOT be required.

- Once at least three letters of support have been received, the entire dossier may be considered by the DCG, from whom a vote and report will be required.
- Some departments have received requests from the Regional Offices for consideration of selected clinical faculty members for promotion. Please contact the Office of Faculty Affairs and Development (5-8067) if you have any questions or concerns about the process.

**Each adjunct faculty promotion dossier should be arranged as follows.** The dossier will be submitted electronically to the Dean's Office, T:Drive, FacultyAffairs under their respective departmental folder.

1. [Recommendation for Faculty Promotion cover sheet](#)\*
2. Departmental Executive Officer's letter making a recommendation to the Dean
3. The vote and report of the Departmental Consulting Group (DCG) for each faculty member considered (one report per faculty member);
4. Candidate's letter, if the candidate has submitted such letter, correcting errors in the internal peer evaluations of the candidate's teaching, scholarship, and/or service; correcting errors in the recorded vote and/or summary report of the Departmental Consulting Group (if received by the time of submission to the Dean); and, in the event of a negative recommendation, following receipt of the recommendation of the Departmental Executive Officer
5. External letters of review (one bookmark per letter)
6. CV
7. Candidate's personal statement
8. Appendix 1: Summary of teaching evaluations since appointment or last promotion.
9. Appendix 2: Examples of teaching materials selected by the candidate since appointment or last promotion (if provided and limited to five examples)
10. Appendix 3: Examples of publications or materials demonstrating scholarly productivity, since appointment or last promotion (if provided and limited to five examples)

### **Additional Reminders:**

- Materials must be arranged in the orders noted above with each section clearly bookmarked
- Access to your departmental folder on the T:drive is restricted to authorized personnel
- Email Lori Posey your complete list of faculty dossiers being submitted for consideration