

Candidate's Name: _____

**TABLE OF CONTENTS
INSTRUCTIONAL-TRACK PROMOTION RECORD**

Table of Contents	
Recommendation for Promotion Cover Sheet	<i>This form is not part of the PDF promotion record but is listed here as a reminder that it must be submitted by the deadline. Form is accessed within the FRAP tab of 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.</i>
1a_MOU*	Include all contracts and MOUs defining workload and expectations at the current rank.
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 labeled as such including date added. Updates should be placed at the front of the 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 Resp Rev	Candidate's response to the review
TEACHING	
4a_Personal Statemt	Candidate's Personal Statement on Teaching.
4b_ Chart Tchg Assignment	The CLAS model Summary of Teaching Assignments can be found here.
4c_Other Matls	Other materials related to the candidate's teaching. This includes, but is not limited to, Student Evaluations and Course Syllabi. These materials should be compiled in a separate bookmarked pdf. (#2)
PROFESSIONAL PRODUCTIVITY	
5a_Personal Statemt	Candidate's Personal Statement on Professional Productivity
5b_Other Matls	Other materials related to the candidate's professional productivity. These materials should be compiled in a separate bookmarked pdf. (#3)
SERVICE	
6a_Personal Statemt	Candidate's Personal Statement on Service

6b_Other Matls	Other materials related to the candidate's service
REPORTS	
<u>7a Collegiate Criteria</u> <u>7a Dept. Criteria</u>	Only one set of criteria should be inserted into the PR. If the department has its own approved criteria, insert only those criteria, otherwise, insert the CLAS criteria.
<u>7b_i P&T Comm Rpt</u>	Classroom observation reports must be included in the PR as an addendum to the Promotion Committee Report. <u>Each department has a specified number of required observations.</u>
<u>7b_ii Candidate resp P&T</u>	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.
<u>7c_i DCG Cover</u>	This form will be provided by CLAS by mid-October.
<u>7c_ii DCG Report</u>	
<u>7c_iii DCG Indiv Eval*</u>	This form is optional, but does provide additional insight for the CCG, the Dean, and the Provost.
<u>7c_iv Candidate resp DCG</u>	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.
<u>7d DEO Recomm</u>	The Candidate must have an opportunity to correct errors in the DCG report before the DEO submits his/her letter of recommendation to the Dean. The candidate receives a copy of the DEO letter if and only if the DEO letter is <i>negative</i> .

*Not every case will have a file in this bookmark. If no file is present, add a page to the PR that states "Not Applicable" or "No Comments".

Final Checklist:

- All items listed above are included
- All pages readable (not sideways, font is clear and readable)
- No blank pages are included
- Page numbers are placed at 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 send bookmarked pdf to clas-pt@uiowa.edu for review.

After Preliminary Promotion Record Approved and Final Materials have been added:

- ❖ Submit the following bookmarked pdfs to CLAS (clas-pt@uiowa.edu):
 - PDF #1: Promotion Record
 - PDF #2: 4c, Other Teaching Materials (including ACE forms and student comments)
 - PDF #3: 5b, Other Professional Productivity Materials