

**Promotion Decision Making for Instructional Track Faculty  
University of Iowa Graduate College**

**Appendix A**

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| The following points are Graduate College procedures (as approved by the Provost) in decision making for Instructional Track faculty in promotion review: |  |
| General Principles: how and when a candidate will notify the department and/or college of his or her interest in being reviewed for promotion.            | <p>The Graduate College promotion review process will abide by the following schedule</p> <p><b>By April 1</b> - An instructional track faculty who wishes to be reviewed for promotion must consult with the Departmental Executive Officer (DEO). The instructional track faculty member seeking promotion must formally request review in a letter to the DEO. An instructional track faculty member who has been denied promotion is encouraged to wait until the promotion record has changed substantially before requesting another review. The DEO or dean may choose not to review the Instructional Track Faculty at the time a request for review is made and shall communicate in writing the reasons for the decision.</p> <p><b>By April 15</b> – DEO forwards to the Graduate College Dean’s Office names and APR reports/personal CVs of any instructional track faculty members seeking promotion review in the next academic year.</p> <p><b>By April 15</b> - DEO informs the candidate for promotion review of the materials to be submitted for the promotion dossier and the deadline for submission.</p> <p><b>By September 1</b> - The candidate submits the promotion dossier to the DEO.</p> |
| General Principles: how the Departmental Consulting Group (DCG) is formed and performs its functions.   | The Departmental Consulting Group will consist of all eligible faculty members of the Department/Program, excluding any faculty member with a disqualifying conflict of interest. The DEO participates in the meetings of the DCG and ensures its procedural correctness, but does   |

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|  | <p>not vote and does not contribute to the written report summarizing the discussion of the DCG. If the Department/Program does not have at least four (4) faculty members eligible and available to vote on the promotion decision, the DEO, in consultation with the Graduate Dean, invites appropriate eligible faculty from outside the department to deliberate and vote with the committee on the decision.</p>  |
|  | <p>The Graduate College expects the DCG to abide by the following schedule:</p> <p><b>First week of November</b> - the Department Consulting Group submits to the DEO its report evaluating the candidate's teaching, professional productivity, if required, and other service.</p> <p>Within five working days of the submission of the report, the DEO places the report in the Promotion Record and transmits a copy to the candidate.</p> <p>Within five working days of the DEO's transmittal of the DCG report to the candidate, the candidate may write to correct factual errors in the committee's report.</p>   |
| Evidence of a faculty member's efforts in teaching | <p>Faculty peer-evaluations of the objectives, methods and materials of courses that have been designed and taught.</p> <p>Student evaluations of the candidate's teaching effectiveness.</p> <p>Evaluations of teaching effectiveness by other faculty who have taught with or observed the candidate's teaching skills.</p> <p>Organization of a new teaching program, or integration of teaching effort within or between departments.</p> <p>Development of better teaching techniques.</p> <p>Development of short courses or workshops for students, postgraduate professionals and lay public.</p> <p>Development of better teaching materials, such as the preparation of a syllabus, book</p> |

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|   | <p>or procedures, course of study, laboratory manual, development of teaching procedures or other modes of evaluation. President &amp; Provost Award for Teaching Excellence.</p> <p>Inventive or innovative curriculum or program development.</p> <p>Evidence of successful supervision of graduate students.</p> <p>Other evidence of teaching quality.</p>   |
| Details about the process of peer observation of teaching.  | <p>The Graduate College requires that each peer evaluation of teaching must include classroom observation. At a minimum, one class session must be observed and reported on as part of the review of teaching in each annual review and each review for promotion. The class observation for promotion should take place prior to November 1st in the fall semester of the decision year.</p> <p>Each department's promotion guidelines must stipulate the number of required classroom observations if greater than the required minimum.</p> <p>The peer evaluation of teaching must include a review of syllabi and other materials from a variety of levels of instruction.</p> <p>The DCG will solicit confidential evaluations of teaching from any faculty members with whom the candidate has team-taught courses. The DEO adds these solicited evaluations as another appendix of the Promotion Record. No unsolicited letters will be considered in the evaluation or entered into the Promotion Record.</p> |
| Details about the process of peer observation of service (including who will perform the evaluation). | <p>It is the candidate's responsibility to cooperate in obtaining internal peer evaluation of the candidate's service by participating in the following process:</p> <p>The peer evaluation of the candidate's service will be contained in a report that analyzes the relevant materials in the</p>   |

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|  | <p>dossier, and will include a comparative analysis of the quality of the candidate's service in the context of the expected service contributions in the department, college, University, community, the State of Iowa, and the profession.</p> <p>The faculty members who perform the peer evaluation of the candidate's service will enter their report into the section of the Promotion Record that is dedicated to the history and evaluation of the candidate's service.</p>   |
| Details about the process of peer observation of productivity.   | The peer evaluation of the candidate's professional productivity, If required, will consist of the candidate's personal statement on professional productivity, documentation of internal peer evaluation of the candidate's professional productivity, other materials related to the candidate's professional productivity.   |
| Period of time allowed for candidate to review the internal peer evaluations of teaching, service, and professional productivity for factual errors and submit a letter correcting factual errors.                       | Within five (5) working days of the submission of the internal peer evaluations of the candidate's teaching, productivity, and service, the DEO will send to the candidate a copy of each evaluation. The candidate will have five (5) working days from the date of receipt of the internal peer evaluations of his/her teaching, productivity and service to submit in writing any correction to factual errors in the internal peer evaluations.                                   |
| Details of the DCG's voting procedure, and how the DCG determines which of its members will prepare the summary report of its discussion, document the final vote, and enter that information into the Promotion Record. | <p>The Departmental Consulting Group (DCG) will meet to discuss the candidate's qualifications and to vote by secret ballot for or against the granting of promotion. A simple majority vote constitutes a positive recommendation. The chair of the Departmental Committee is responsible for leading the discussion of the DCG.</p> <p>The chair of the Departmental Committee will see that those attending meetings of the DCG sign in, so that there is a record of who were</p> |

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|  | <p>present for the discussion and therefore voted. The summary report of the meeting must list those eligible faculty who were not present for the discussion and therefore did not vote, with the reason for the absence.</p> <p>The chair of Departmental Committee is responsible for submitting the report summarizing the discussion and its recommendation for or against the promotion. The report must record the number voting to grant promotion and the number voting to deny it. The report must be written to protect the confidentiality of any individual contributions, whether from students or University of Iowa faculty members.</p>  |
| Period of time allowed the candidate to submit a letter correcting any faculty errors regarding the candidate's record in the DCG report.  | The candidate will be allowed five (5) working days after receiving access to the Promotion Record, including redacted versions of any confidential documents that have been requested, to submit a letter of response and any additional information to be included in the Promotion Record.   |
| Period of time allowed the candidate to access the Promotion Record and to submit to the Dean a written response to the DEO's recommendation against promotion and other additional material to be included in the Promotion Record. | <p>The candidate will be allowed three (3) working days to request access to the Promotion Record after receiving the DEO's letter and recommendation and the DCG's vote and report of their discussion.</p> <p>The candidate will have access to the reviews of the candidate's student evaluations of teaching, to correspondence from individual members of the Departmental Consulting Group, and to other documents written in expectation of confidentiality only if there has been a negative recommendation, only if the candidate requests them, and only after they have been redacted as appropriate to protect the confidentiality of reviewers.</p> <p>The candidate will have five (5) working days to respond.</p> |

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| <p>How the Collegiate Consulting Group (CCG) is formed and performs its functions.</p>  | <p>Each year the Dean of the Graduate College, in consultation with the Dean's Associate Dean staff, appoints a Collegiate Consulting Group (CCG). The CCG consists of three (3) tenured full professors who represent the various disciplines of the college; members are appointed for one year and can serve no more than 3 years consecutively.</p> <p>If necessary, the Collegiate Consulting Group may submit to the Departmental Consulting Group and/or the DEO a written request for additional information or clarification of the Promotion Record.</p> |
| <p>Whether and when the appendices to the Promotion Record are physically transmitted to the Dean.</p>  | <p><b>By January 10th</b>, the CCG will transmit the Promotion Record to the Dean.</p>   |
| <p>Procedure according to which the CCG will vote and make a recommendation for or against the granting of promotion, whether a summary report of the CCG's discussion is required (when it is not otherwise required by these Procedures), and how the CCG will determine which of its members will prepare the summary report of its discussion (if any), document the final vote and recommendation, and enter that information into the Promotion Record.</p> | <p>The Graduate College's Collegiate Consulting Group (CCG) discusses each candidate's promotion record in a meeting with the Dean. The CCG members vote on each promotion decision by secret ballot; the CCG members select one member to report the vote in a letter to the Graduate Dean (a separate letter for each candidate). A simple majority vote constitutes a positive recommendation. The letter does not summarize the discussion preceding the vote, unless the recommendation to the Dean is negative and contrary to that of the DCG or DEO.</p>   |
| <p>Period of time allowed the candidate to access the Promotion Record and to submit to the Provost a written response to the CCG's negative recommendation.</p>  | <p>The Dean of the Graduate College will provide the candidate with a copy of the recorded vote and summary of the discussion of the CCG if a negative recommendation is made, contrary to that of the DCG and/or DEO.</p> <p>The candidate will be allowed three (3) working days to request access to the Promotion Record after receiving the vote and discussion summary of the CCG, with the following provisions:</p>  |

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|  | <p>the candidate will have access to the student evaluations of teaching, correspondence from individual members of the DCG or the CCG, and any other documents written in expectation of confidentiality only if there has been a negative recommendation, only if the candidate requests them, and only after they have been redacted as appropriate to protect the confidentiality of all those who have not elected to waive their confidentiality.</p> <p>The candidate will be allowed five (5) working days after receiving access to the Promotion Record, including redacted versions of any confidential documents that have been requested, to submit a letter of response and additional information to be included in the Promotion Record.</p>   |
| <p>Period allowed the candidate to access the Promotion Record and to submit to the Provost a written response to the Dean's recommendation against promotion.</p> | <p>The Graduate College will allow the candidate three (3) working days to request access to the Promotion Record after receiving the Dean's letter, with the following provisions:</p> <p>The candidate will have access to the student evaluations of teaching, to correspondence from individual members of the DCG or the CCG, and to any other documents written in expectation of confidentiality only if there has been a negative recommendation, only if the candidate requests them, and only after they have been redacted as appropriate to protect the confidentiality of the reviewers.</p> <p>The candidate will be allowed five (5) working days after receiving access to the Promotion Record, including redacted versions of any confidential documents that have been requested, to submit a letter of response and additional information to be included in the Promotion Record.</p> |

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| Dean's Letter to Provost                         | <p>Completion deadline of the collegiate review and submission of the Dean's recommendation to the Provost occurs in February.</p> <p>In early February based on the Promotion Record, including the response of the candidate, if any, to the CCG report, the collegiate Dean will recommend that promotion be granted or denied in a separate letter to the Provost for each candidate.</p> <p>The Dean's letter will be transmitted to the Provost as part of the candidate's Promotion Record. At the same time the Promotion Record is submitted to the Provost, the Dean will inform the DEO of the recommendation that has been forwarded to the Provost. The DEO in turn, will inform the members of the DCG of the Dean's recommendation and also will inform the candidate if the Dean's recommendation is positive. If the Dean's letter is against promotion, the Dean will also provide the candidate with a copy of the Dean's letter to the Provost.</p> <p>The candidate will have 3 working days to request access to the redacted Promotion Record after receiving the Dean's letter.</p> <p>The candidate will be allowed 5 working days after receiving access to the Promotion Record to submit a letter of response to the Provost along with any additional information to be included in the Promotional Record. If a letter of response is submitted to the Provost, a copy will also be given to the Dean.</p> |
| Provost's recommendation to the Board of Regents | <p>Completion of review by the Provost, conferences with the Dean, and delineation of final action occurs in March. Final recommendations will be submitted to the Board of Regents for its April meeting.</p>   |