UI Promotion and Tenure Procedures  
(for tenure-track faculty)  

Thursday, November 7, 2019, 3:30-5:00 pm; 2520D UCC (University Capitol Centre)  

- 2018 Promotion and Tenure Workshop Presentation Slides  
- 2019 Promotion to Professor Workshop Presentation Slides  

Faculty HR Policies - Promotion and Tenure Procedures
Faculty Review, Promotion, & Tenure

Promotion and Tenure Procedures

- Tenure Track and Promotion and Tenure
- Clinical Track Promotion
- Research Track Promotion
- Instructional Track Promotion
- Adjunct Promotions
- Recognizing and Rewarding International and Globalized Research for Promotion and Tenure

Faculty Review Procedures

- Annual Review of Probationary and Non-Tenure Track Faculty
- Annual and Five-Year Review of Tenured Faculty
- Joint Appointment Review
Procedures for Tenure and Promotion Decision Making

at The University of Iowa

General Principles ................................................................. 2
I. Definitions ............................................................................. 2
II. Basis for Evaluation: The Promotion Record ...................... 4
III. Other Considerations ......................................................... 5
Overview of Tenure and Promotion Decision-making Procedure .... 6
Promotion Decision-making Procedure .................................... 7
I. Department level procedure ............................................... 7
A. DEO’s responsibility ......................................................... 7
B. The Dossier .................................................................... 7
C. Candidate’s responsibility ................................................ 10
D. Internal peer evaluation--teaching .................................... 10
E. Peer evaluation--scholarship ........................................... 11
F. Internal peer evaluation--service ...................................... 14
G. Opportunity to respond to internal peer evaluations .......... 14
H. DCG participation .......................................................... 14
I. DEO participation ............................................................ 15
J. Opportunity to respond to DEO's recommendation .......... 16
II. College level procedure .................................................... 16
A. Dean places response in Promotion Record ...................... 16
B. CCG participation .......................................................... 16
C. Opportunity to respond to CCG’s recommendation .......... 17
D. Dean's participation ....................................................... 18
E. Opportunity to respond to Dean ....................................... 19
III. University level procedure ................................................. 19
A. Provost's participation ..................................................... 19
B. Candidate informed of Provost’s decision ......................... 20
Appendix A—Points to be Determined by Collegiate Procedures ...... 21
Appendix B—Recommendation for Faculty Promotion Cover Sheet .......... 23
Appendix C—Sample Letter from Departmental Executive Officer to External Reviewer ... 24
Appendix D—Comments on the Procedures ................................ 26
Appendix E—Review Procedures for Faculty with Joint Appointments ...... 29
The *Faculty Handbook* contains information about the university and the surrounding community. It should not be viewed as a complete guide to academics, research, and other services. It is intended as a reference guide to orient faculty to the university and also direct faculty to more detailed sources of information such as:

- the *Operations Manual*,
- the *Code of Student Life*,
- relevant portions of the *Board of Regents Policy Manual*, and
- the *Code of Iowa*.
- For at-a-glance facts about the University of Iowa, see the *Fact Book*.

For additional information, please contact your department, college, or the Office of the Executive Vice President and Provost. Your Collegiate Faculty HR representative can also assist you with HR-related questions, or find the faculty information section on your college's web site.
WORKSHOP AGENDA

- Review of the tenure & promotion process at the University of Iowa
- General tips regarding P&T
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<thead>
<tr>
<th>Year</th>
<th>Review Type</th>
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<tr>
<td>Year 1</td>
<td>Annual Department Review</td>
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<td>Year 2</td>
<td>Annual Department Review</td>
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<tr>
<td>Year 3</td>
<td>Third-Year Reappointment Review</td>
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<td>Year 4</td>
<td>Annual Department Review</td>
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<td>Year 5</td>
<td>Annual Department Review</td>
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<td>Year 6</td>
<td>Tenure Decision Year</td>
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Sequential Development of Promotion Record through Decision-Makers:

1. Candidate and DEO compile dossier
2. Peer evaluation of teaching
3. Internal peer evaluation of scholarship
4. Peer evaluation of service
5. Candidate’s opportunity to respond
6. External peer evaluation of scholarship
7. Departmental Consulting Group’s vote and report
8. Candidate’s opportunity to respond
9. DEO’s letter to Dean
10. Candidate’s opportunity to respond, if DEO’s recommendation is negative
11. Collegiate Consulting Group’s vote and summary report, if any* 
12. Candidate’s opportunity to respond*
13. Dean’s letter to Provost
14. Candidate’s opportunity to respond, if Dean’s recommendation is negative
15. Provost’s recommendation to the Board of Regents

*If recommendation is negative and contrary to DEO or DCG recommendation
Phase I
Dossier developed

Phase II
Dossier assessed

Sequential Development of Promotion Record through Decision-Makers:
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*If recommendation is negative and contrary to DEO or DCG recommendation
Phase I: Dossier developed

NOTE: Candidate has the opportunity to submit any corrections to errors in the internal peer evaluations.
Phase II: Dossier assessed

7. Departmental Consulting Group’s vote and report
8. Candidate’s opportunity to respond
9. DEO’s letter to Dean
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TENURE PROCESS CHARACTERISTICS

- Fair
- Transparent
- Thorough
- Methodical
- Accessible
Sequential Development of Promotion Record through Decision-Makers:

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Access the Operations Manual

- III.10.4b/c: Qualifications for Specific Rank
- III.10.5: Review and Promotion Procedures
III.10.4b. Associate Professor

(1) Convincing evidence that the candidate is an effective teacher of, as appropriate, undergraduate, graduate, postdoctoral, and professional students.

(2) Demonstration of artistic or scholarly achievement supported by substantial publications or equivalent artistic creations or performances, of high quality, as appropriate to the discipline(s).

(3) Departmental, collegiate, and/or University service and, if appropriate, professional service will be expected at an appropriate level.

(4) The quality and quantity of teaching, scholarship/artistic accomplishment, and service should give unmistakable promise of promotion to full professor.
Access the Operations Manual

- III.10.4c: Qualifications for Specific Rank
- III.10.5: Review and Promotion Procedures
The question of promotion of faculty may be brought up at any time deemed appropriate, but if not considered earlier, it should be brought up for formal consideration between the dean and the DEO as follows: assistant professors during the final year of the probationary period as defined by the college.

Promotion may take place earlier if the qualifications and promise of the individual concerned warrant such action.

Individual faculty members may request review for promotion, tenure, or both, at any time, and shall be afforded such review by the applicable department or non-departmentalized college.
A candidate for .....promotion ..... shall be evaluated under the relevant, clearly defined standards of the faculty member's academic unit(s) that were:

1. in effect at the time of the faculty member's initial appointment or promotion to the rank currently held;

2. any such standards in effect since that time; or

3. any such standards in effect at the time of the evaluation, whichever of these the candidate elects.

The candidate shall make an election under this section no later than the end of the academic year prior to the academic year in which the candidate is considered for tenure and/or promotion or reappointment.
Extensions (III.10.1)

- **Automatic**: For each minor child (e.g., biological, adopted, stepchild, or by guardianship) added to the family of a probationary faculty member from two years prior to the initial appointment through September 1 of the tenure decision year, and upon relevant notification, the faculty member's probationary period shall be automatically extended twelve months per child (up to two children).

- **Discretionary**: .... because of a professional or personal impediment (e.g., additional responsibilities, failure to provide resources in timely manner, personal health reasons, ongoing care responsibilities).
Extensions (Automatic & Discretionary)

“Early” Tenure (Voluntary Review)

- Individual faculty members may request review for promotion, tenure, or both, at any time, and shall be afforded such review by the applicable department or non-departmentalized college.
OTHER TENURE PROCESS ITEMS

- Extensions (Automatic & Discretionary)
- “Early” Tenure (Voluntary Review)

Terminal Year

(5) Appointments at the rank of assistant professor shall ordinarily not exceed a total of seven years of service and thus shall be reviewed for tenure no later than during the sixth year of service. Unless otherwise agreed upon, the status of a faculty member who has served both as an instructor and as assistant professor in this University should be reviewed during the sixth year of service in the two ranks combined. A faculty member for whom a denial-of-tenure recommendation has been made by the Executive Vice President and Provost shall be given notification of a terminal year of appointment.
EVALUATION CRITERIA

Research/Scholarly Productivity

Teaching

Service
WEIGHTING OF EFFORTS

Research/ Productivity

Teaching

Service
APPROVAL PROCESS

Department → Dean → Provost → Board of Regents
RELATIVE IMPACT ON PROMOTION DECISION

- Department
- Dean
- Provost
- Board of Regents
GENERAL RECOMMENDATIONS

- Do good research/scholarship
- Be productive and steady
- Don’t dabble (and don’t be too well-known outside your field)
- Make an impact in the field
- Be technically sound (quality may be hard to judge)
- Bring in grants (if relevant for your discipline/unit)
GENERAL RECOMMENDATIONS

- Friends (in the department) are good
- Cultivate contacts for letters
- Know department/college standards
- Ask for feedback during the annual review process
- Show up at meetings and social functions
- Identify mentors (see next page)
QUESTIONS?