

Date: June 2, 2023
To: Deans, Associate Deans, and Department Chairs/School Directors
From: Dawn Bratsch-Prince, Associate Provost for Faculty
Re: Promotion and Tenure Dossier Submission Process for 2023-2024

As we prepare for the 2023-2024 promotion and tenure review cycle, I am writing with a reminder to college and department/school leadership of our standard process,

Overview

We use an electronic submission process via CyBox for promotion and tenure dossier transmission from the colleges to the Office of the Senior Vice President and Provost. Dossiers should be prepared using the five-tab system described in the **Process Guidelines for Promotion and Tenure Review** available on the [Promotion and Tenure Review](#) website. The standardized, college-level templates that you have developed for faculty use in documenting their activities are highly effective. I thank you for your continuing efforts to refine and communicate expectations to our faculty.

Attached is the updated guide to **Best Practices for Successful Preparation and Review of Promotion and Tenure Cases**, which is also available on the [Promotion and Tenure Review](#) website. I ask college and department/school leaders to share this document with your college and departmental P&T review committees. Please note that all P&T documents (e.g., checklist, candidate cover sheet, factual information summary, log of external letters) have been revised for the 2023-2024 cycle and are available on the [Promotion and Tenure Review](#) website. **New for this year is a separate document for recording committee and administrator votes.**

We require that departments, colleges, and candidates use the current version of each P&T document. All documents have Iowa State University and the Office of the Senior Vice President and Provost in a cardinal red header and are dated June 1, 2023. If you post these documents on your respective college and department/school websites, kindly update this content accordingly.

All college-level promotion and tenure committees are required to complete an annual

standardized training led by the college's Equity Advisor. Although not required, departmental promotion and tenure committees are invited to complete this training as well. For additional details, visit [Promotion and Tenure Committee Training Resources](#).

Dossier Preparation and Final Submission to Provost's Office

All promotion and tenure dossiers must be submitted electronically by the colleges to the Office of the Senior Vice President and Provost on or before **Thursday, January 11, 2024**. Departments and schools have much earlier dates for the submission of candidate materials to their college. Department chairs/school directors are encouraged to check with their college office for deadlines and additional expectations.

P&T dossier preparation must follow these institutional guidelines:

1. Electronic P&T review materials shall be submitted as one PDF file labeled: LAST NAME_FIRST NAME_P&T2024
2. Please organize materials in a single pdf file and with sections bookmarked in the following order:
 - a. University P&T checklist
 - b. Candidate Cover Sheet
 - c. Voting Record (NEW!)
 - d. Tab 1 materials:
 - i. Factual Information Summary
 - ii. Position Responsibility Statement (PRS) (include all PRSs, signed by the candidate and the department chair/school director; current signed PRS must be downloaded from Workday.)
 - iii. Vita
 - e. Tab 2 materials:
 - i. Candidate's portfolio summary/dossier (25-page maximum)
 - f. Tab 3 materials:
 - i. Department evaluation with recommendation indicated
 - ii. Department chair's evaluation with recommendation indicated
 - g. Tab 4 materials:
 - i. College P&T committee evaluation and recommendation
 - ii. College dean's evaluation and recommendation
 - h. Tab 5 materials:
 - i. Description of external evaluator selection process
 - ii. Copy of letter sent to external evaluators (use university template available on the [Promotion and Tenure Review](#) website)
 - iii. Log of external evaluators (use the university template available on the [Promotion and Tenure Review](#) website)
 - iv. Brief biographical sketch of each evaluator (no more than one page per evaluator)

- v. Each external letter received

We ask that you convert all Word documents to pdf format. External letters may be scanned.

Each dean shall identify at least one individual in the college office (e.g., dean's administrative assistant) who will have access to upload the college dossiers. Please forward the name(s) of your designee to Kati Gorman at kati@iastate.edu.

Each college designee will review the dossiers to ensure quality control and adherence to the aforementioned guidelines and then upload their college files to the CyBox folder labeled "P&T Dossiers 2024 - College of ...". The college designee will retain access to the uploaded files until the end of the day on January 11, 2024 at which point they will become read only. The college designee must also fill out the excel sheet that is placed in the Cybox by the Office of the Senior Vice President and Provost. Information that needs to be filled out includes college, department, last and first name, and proposed action. Please do this at the same time as you are uploading the pdf's.

Questions regarding the dossier submission process should be directed to Kati Gorman (kati@iastate.edu, 294-6410) in the Provost's Office. Other questions may be directed to Associate Provost for Faculty Dawn Bratsch-Prince (deprince@iastate.edu, 294- 6410), Assistant Provost for Faculty Development Tera Jordan (trh@iastate.edu, 294-1527) or Kaela Black, Faculty Personnel and Policy Director (kblack@iastate.edu , 294- 8236).

Cc:

Provost's Cabinet

Tera Jordan, Assistant Provost for Faculty Development

Jessica Stolee and Craig Hamerlinck, Senior HR Partners

Akelo Harris, Faculty Personnel Data and Analytics Specialist

Julie Palmer, Executive Assistant to the Provost

Kati Gorman, Administrative Specialist, Provost's Office