

# **PROMOTION & TENURE PROCEDURE WORKSHOP**

**THE UNIVERSITY OF IOWA  
OFFICE OF THE PROVOST**

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ASSOCIATE PROVOST FOR FACULTY  
PROFESSOR AND COLLEGIATE FELLOW  
OCTOBER 30, 2018**

## Faculty Development: New and Early Career Faculty



# ACCESSING PRESENTATION MATERIALS

### *Welcoming New Faculty to Campus*

#### 2018 Office of the Provost New Faculty Orientation

Tuesday August 14, 2018 and  
Wednesday, August 15, 2018

[Agenda](#)

[Program](#)

[RSVP](#)

[Onboarding](#) (University Human Resources)

Questions? [Faculty@uiowa.edu](mailto:Faculty@uiowa.edu)

### *Resources*

- [Getting off to a Good Start at The University of Iowa](#)
- [UI Faculty Handbook](#)
- [Build a Career | Build a Life](#) : Work/Life and Dual Career Resources (pdf)
- [National Center for Faculty Development and Diversity \(NCFDD\) Institutional Membership](#)
- [NCFDD Mentoring Map](#)
- [University of Iowa Faculty Policies and Campus Resources](#)
- [Early Career Faculty Resources](#)
- [Working at a Public University](#)
- [Writing Resources](#)

### *Faculty @ Iowa Programs*

- [Campus-wide Faculty Development Calendar](#)
- [National Center for Faculty Development and Diversity](#)
- [Office of Teaching, Learning and Technology](#)





### *Presentation Materials*

- **Slides from New Faculty Orientation 2018:**
  - [Introduction to the University of Iowa](#)
  - [UI's Commitment to Faculty Development and Diversity](#)
  - [Overview of UI Benefits](#)
- [Slides from Provost Office Tenure Workshop, October 2017.](#)



## Faculty Development: New and Early Career Faculty

### Resources

-  [Getting off to a Good Start at The University of Iowa](#)
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**ACCESSING  
PRESENTATION  
MATERIALS**



# ACCESSING PRESENTATION MATERIALS

Home » Policies & Procedures » Faculty HR Policies (Recruitment through Retirement) » Review, Promotion, & Tenure



## 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](#)

### Faculty Review Procedures

- [Annual Review of Probationary and Non-Tenure Track Faculty](#)
- [Annual and Five-Year Review of Tenured Faculty](#)
- [Joint Appointment Review](#)

# WORKSHOP AGENDA

- Review of the tenure & promotion process at the University of Iowa
- General tips regarding P&T

# “TYPICAL” TENURE TRACK PROGRESSION

**Year 1**

- Annual Department Review

**Year 2**

- Annual Department Review

**Year 3**

- Third-Year Reappointment Review

**Year 4**

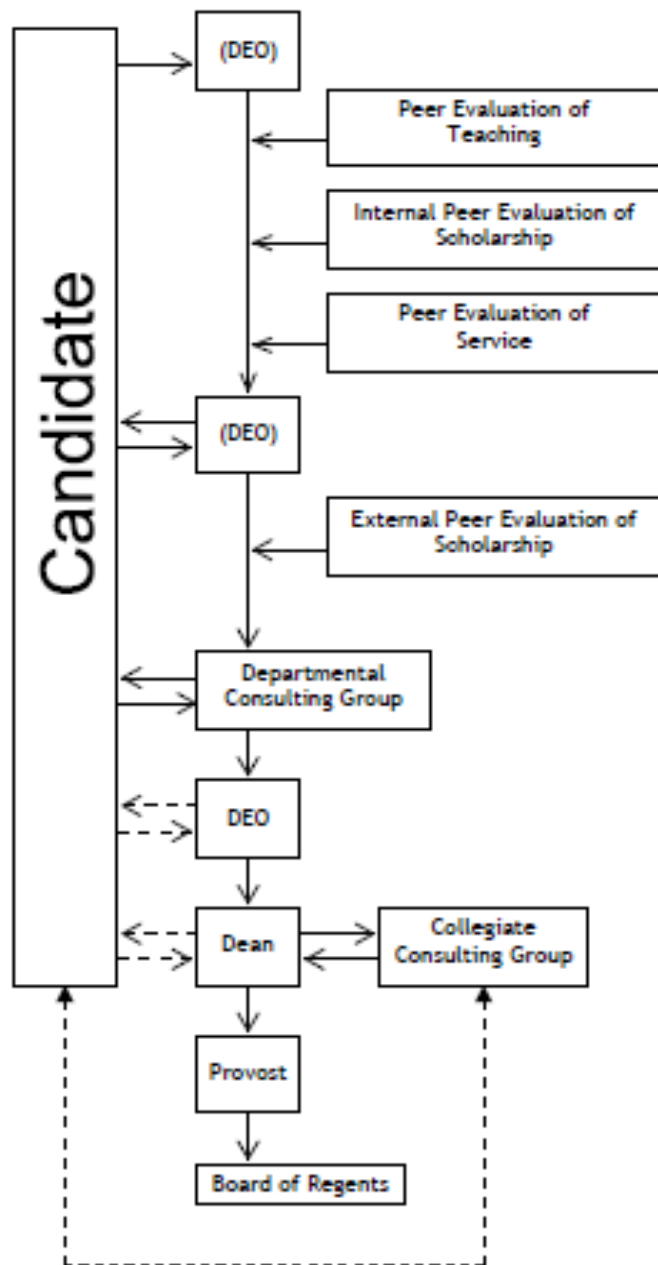
- Annual Department Review

**Year 5**

- Annual Department Review

**Year 6**

- Tenure Decision Year

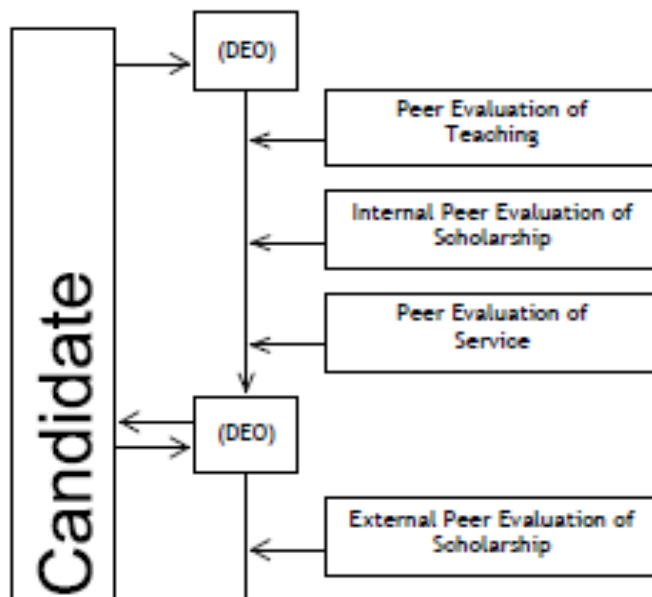


### Sequential Development of Promotion Record through Decision-Makers:

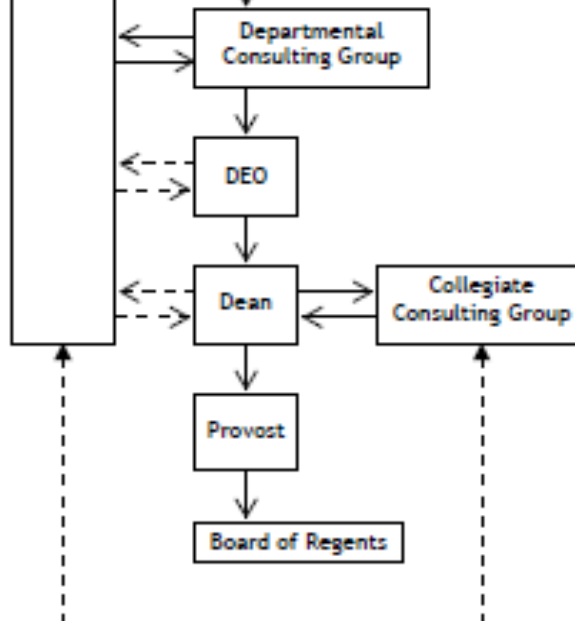
1. Candidate and DEO compile dossier
2. Peer evaluation of teaching
3. Internal peer evaluation of scholarship
4. Peer evaluation of service
5. Candidate's opportunity to respond
6. External peer evaluation of scholarship
7. Departmental Consulting Group's vote and report
8. Candidate's opportunity to 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



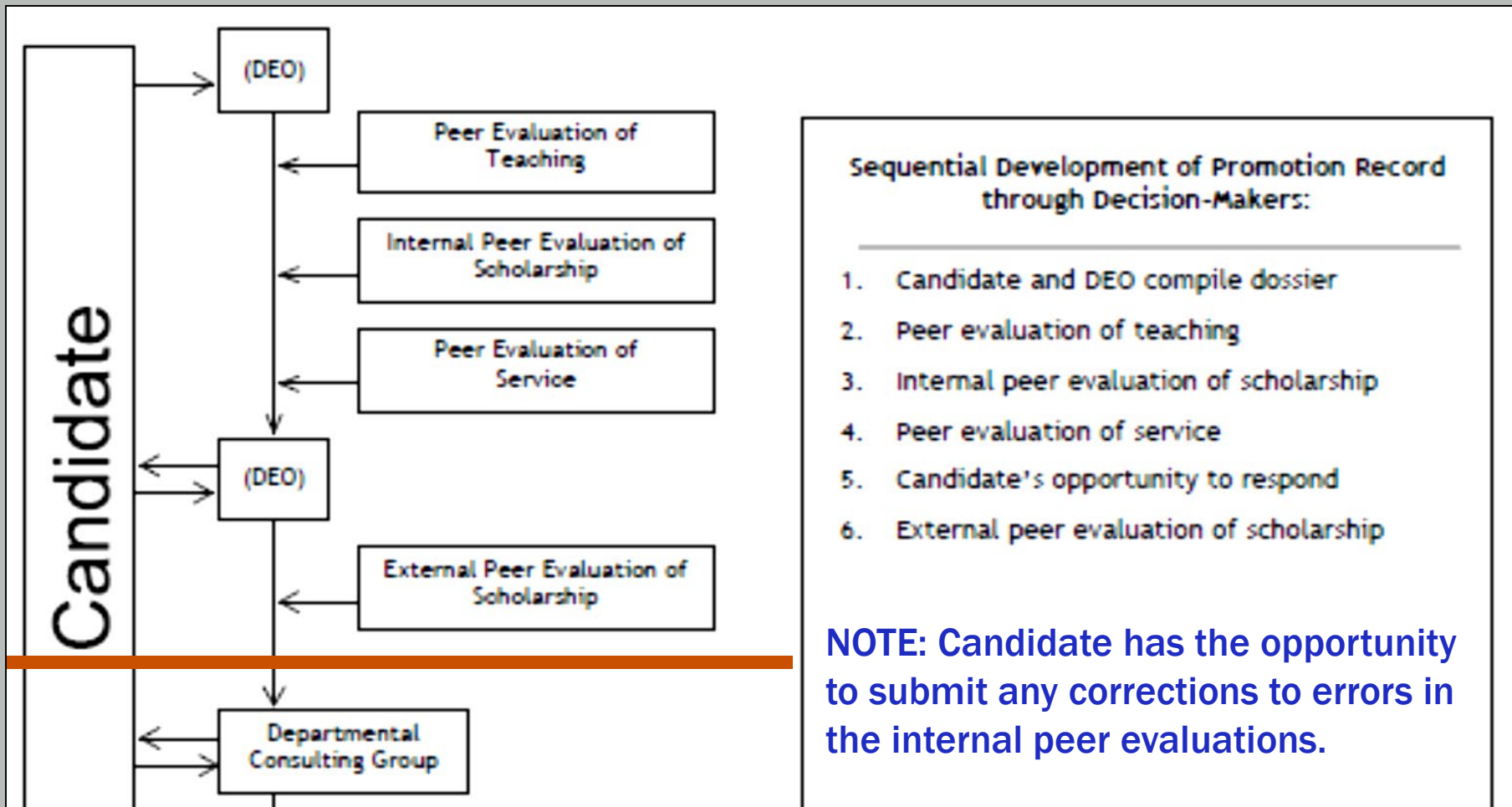
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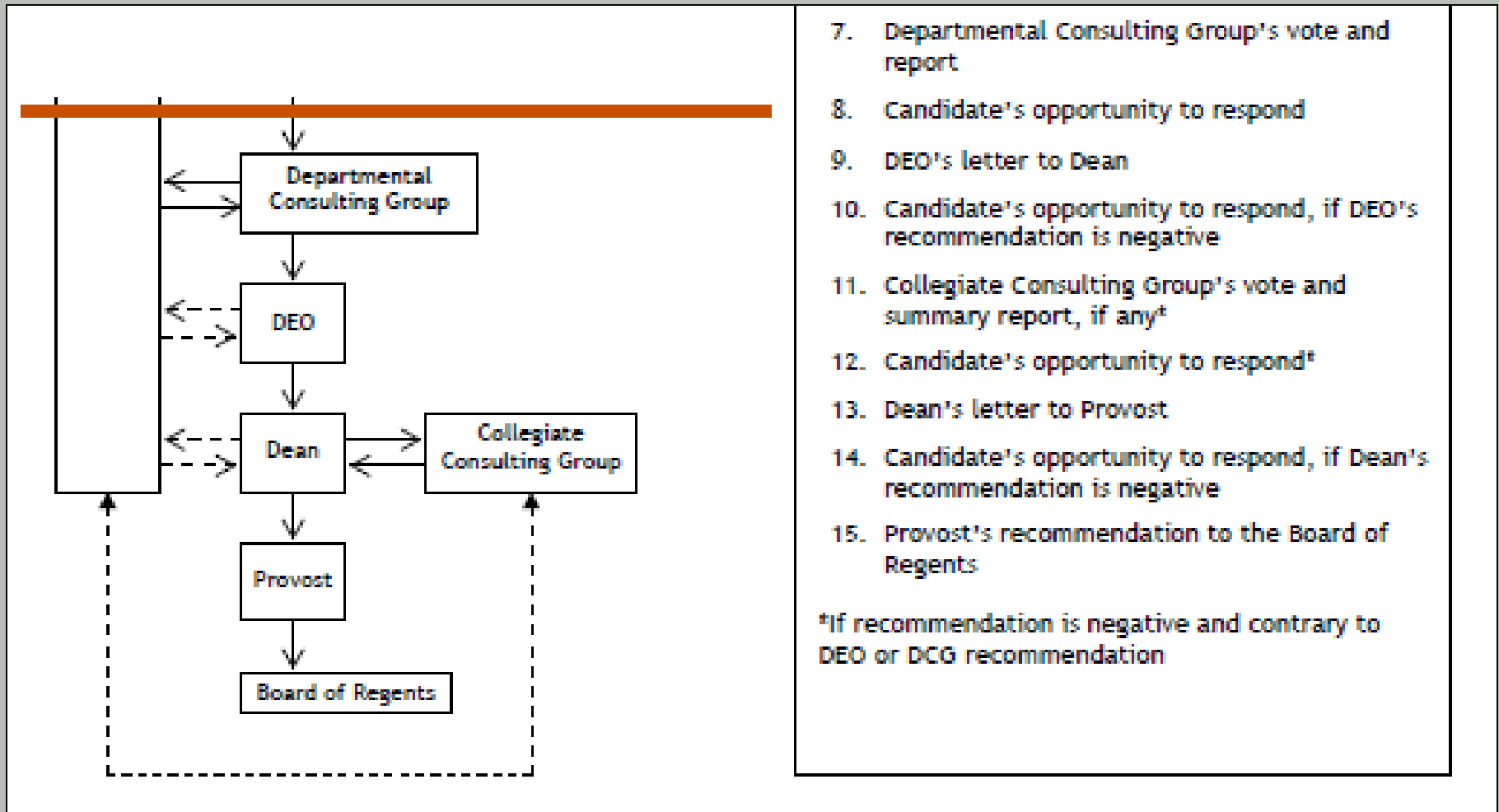
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# Phase I: Dossier developed

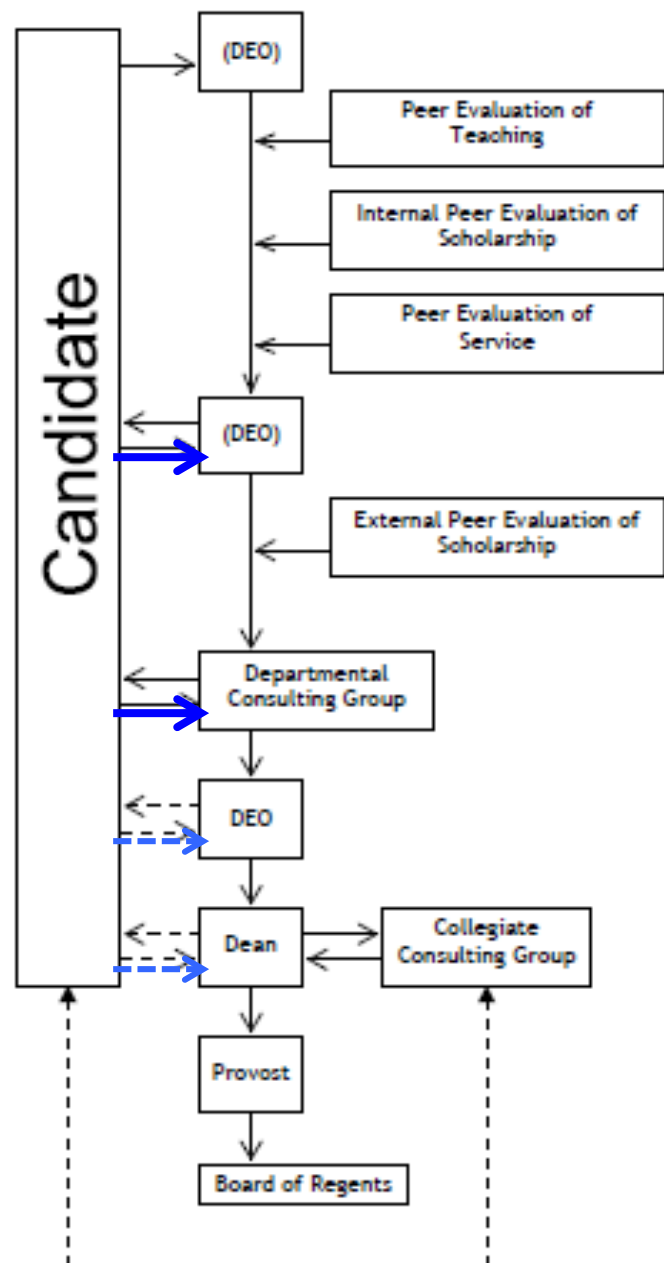


# Phase II: Dossier assessed



# TENURE PROCESS CHARACTERISTICS

- Fair
- Transparent
- Thorough
- Methodical
- Accessible



### Sequential Development of Promotion Record through Decision-Makers:

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# QUALIFICATIONS FOR ASSOCIATE PROFESSOR

- Access the Operations Manual
  - III.10.4b/c: Qualifications for Specific Rank
  - III.10.5: Review and Promotion Procedures

# QUALIFICATIONS: ASSOCIATE PROFESSOR

## 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**.

# QUALIFICATIONS FOR ASSOCIATE OR FULL PROFESSOR

- Access the Operations Manual
  - III.10.4c: Qualifications for Specific Rank
  - III.10.5: Review and Promotion Procedures

# TIMING OF PROMOTION

## ■ III.10.5a

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.



# REVIEW AND PROMOTION STANDARDS

## ■ III.10.5b

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.

# OTHER TENURE PROCESS ITEMS

## ■ Extensions (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)

# OTHER TENURE PROCESS ITEMS

- **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

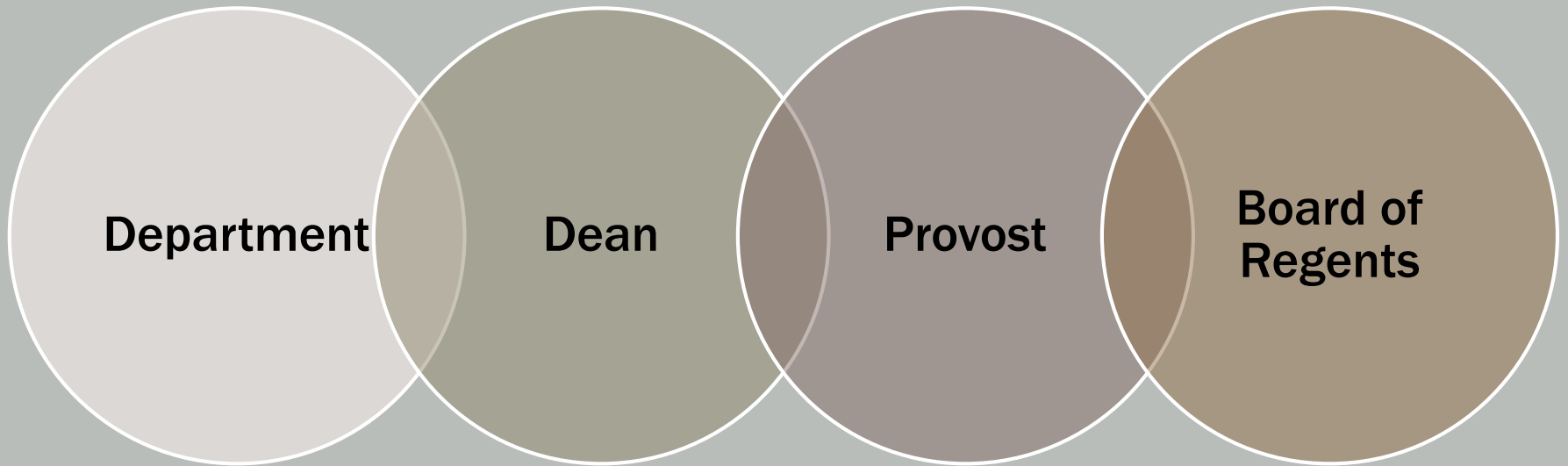


**Research/  
Productivity**

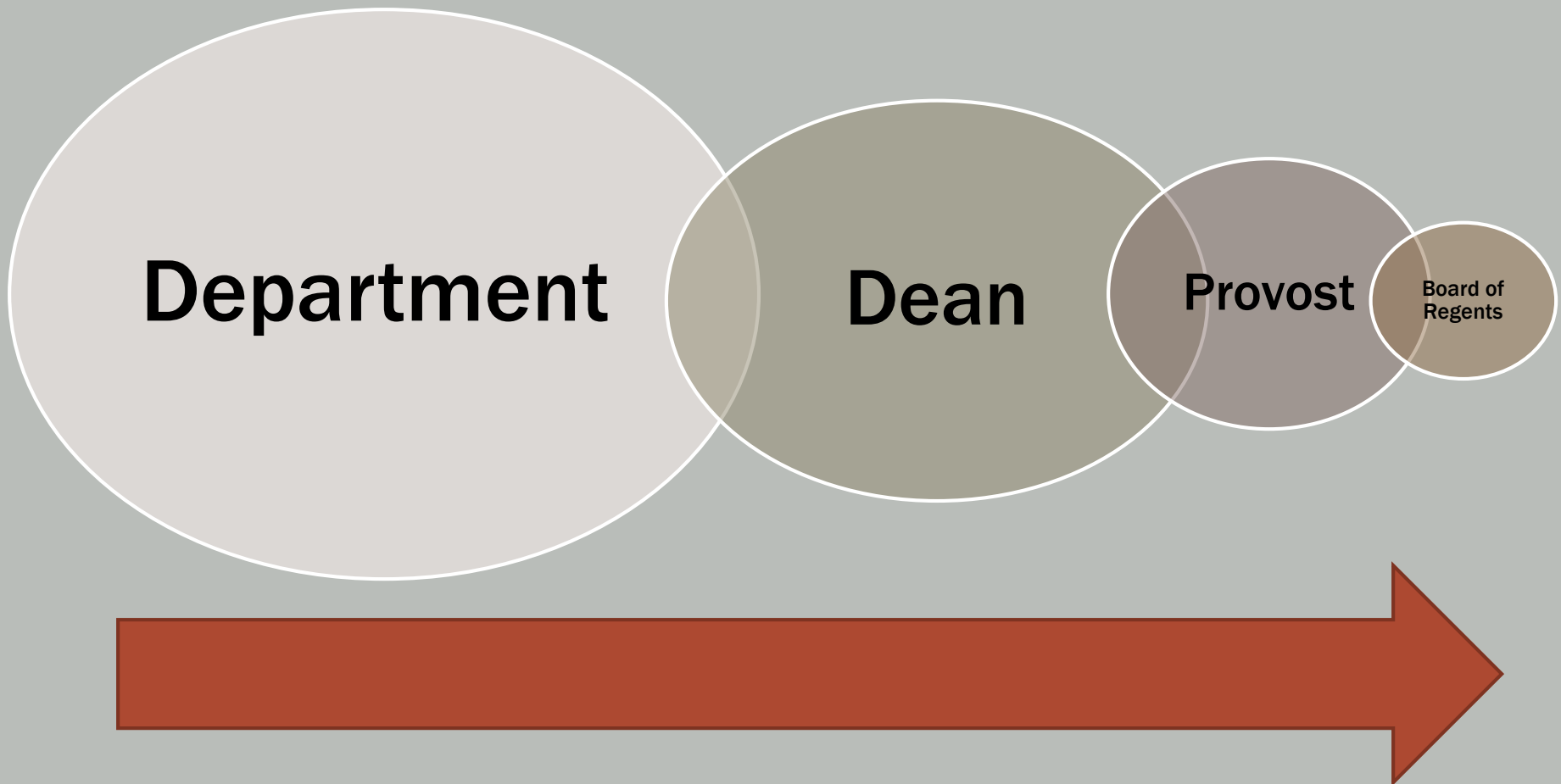
**Teaching**

**Service**

# APPROVAL PROCESS



# RELATIVE IMPACT ON PROMOTION DECISION





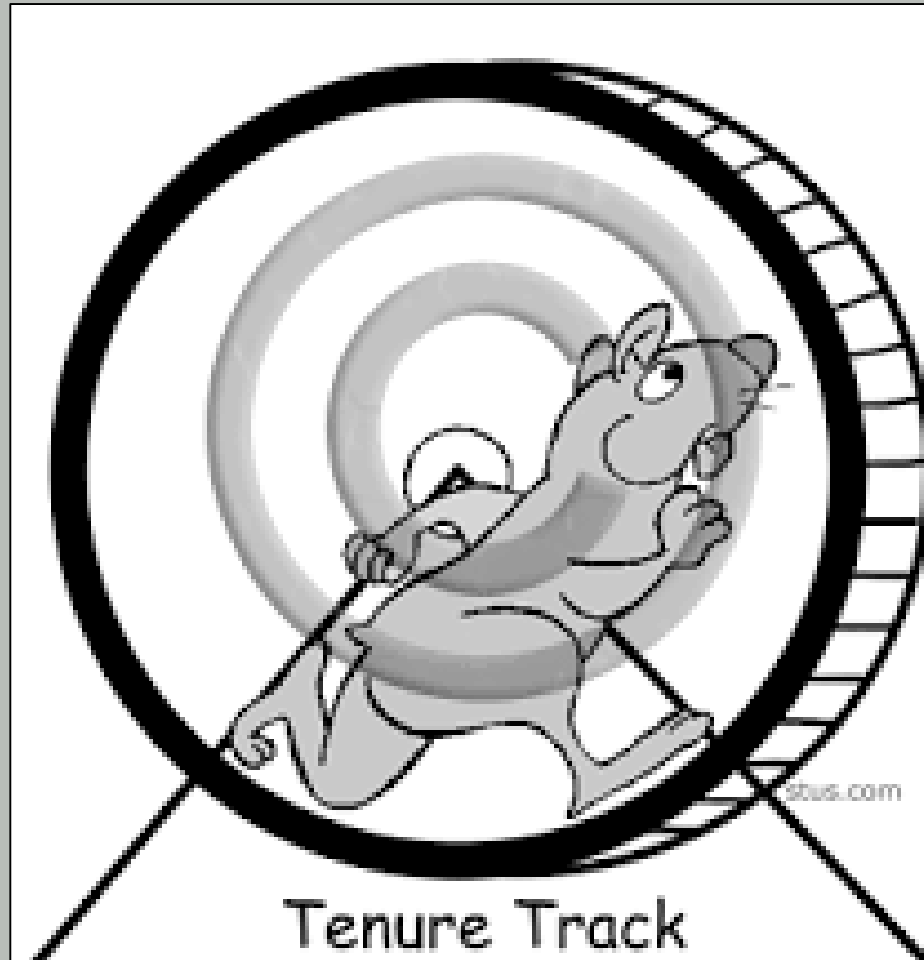
# GENERAL RECOMMENDATIONS

- 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

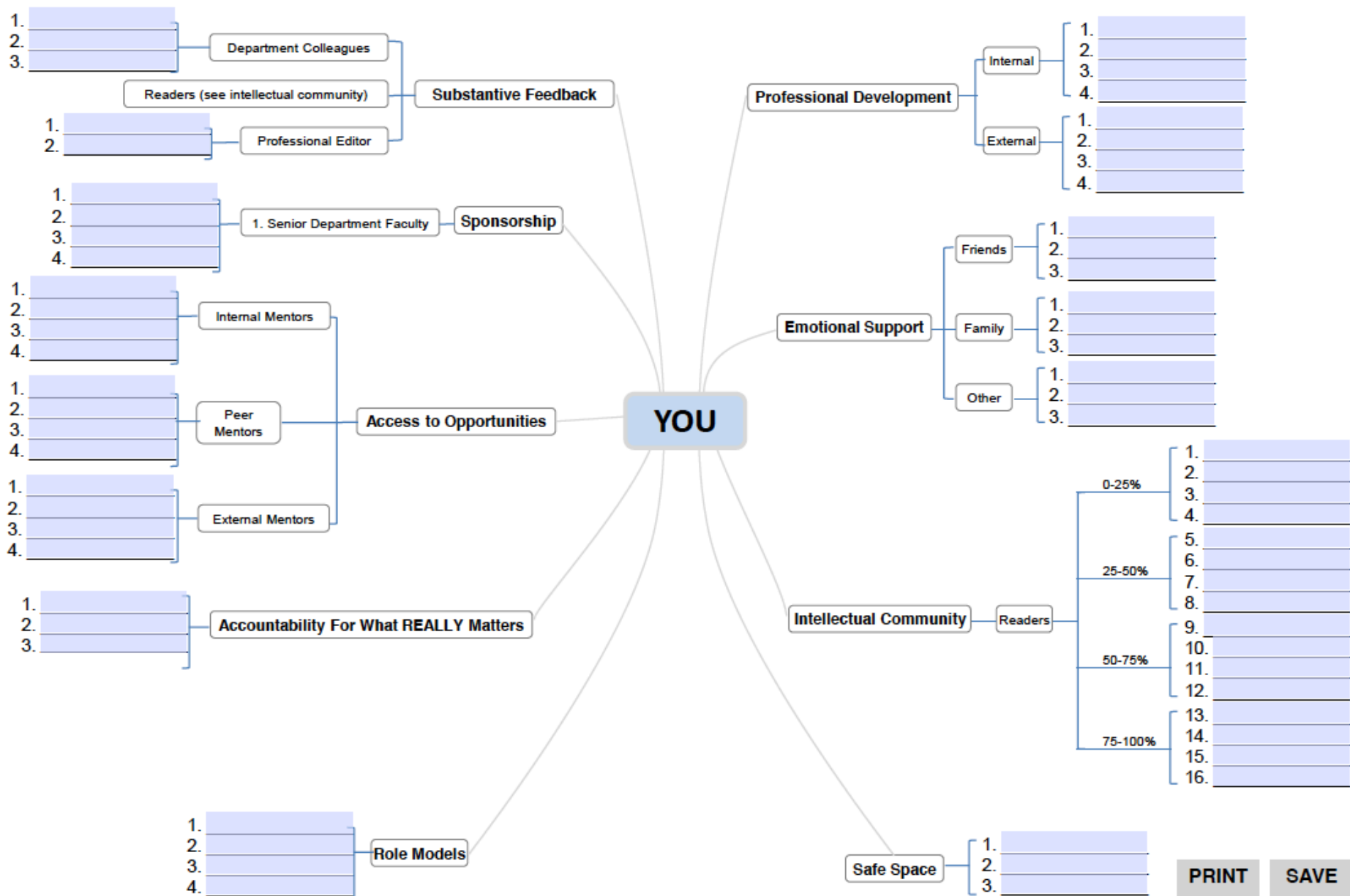
# GENERAL RECOMMENDATIONS

- 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

# QUESTIONS?



# NCFDD MENTORING MAP



PRINT SAVE  
RESET