**Ivy College of Business**

**Template for P&T Candidate Information**

*(updated July 2022)*

This document describes all of the materials that must be submitted by faculty members seeking advancement to associate professor or professor. Where relevant, the information in this document is supplemented with a reference to the ISU [Faculty Handbook](https://www.provost.iastate.edu/sites/default/files/wdclientcss/Faculty/Policies/Faculty%20Handbook%20-%20August%202021%20-%20final.pdf) (FH), the Ivy College [Governance Document](https://www.ivybusiness.iastate.edu/files/documents/Ivy-Governance-Document-20211008.pdf) (GD), or the Provost’s [website](https://www.provost.iastate.edu/faculty-success/advancement/promotion-and-tenure) for Promotion and Tenure Review. The following materials must be submitted to the department chair by September 1.

* **Coversheet** – review [coversheet](https://www.provost.iastate.edu/sites/default/files/wdclientcss/Faculty/Advancement/CoversheetPT-2%20revised%2006.01.2022.pdf) prepared by department chair and update if necessary.
* **Tab 1 materials:**
  + **Factual Summary Sheet** – blank [form](https://www.provost.iastate.edu/sites/default/files/wdclientcss/Faculty/Advancement/Factual%20Summary%20for%20PT%20May%202022.docx) available from the Office of the Provost
  + **PRS** – Position Responsibility Statement (FH 5.1.1.5)
  + **Vita** – (FH 5.3.1)
* **Tab 2 materials**
  + **Portfolio Summary** – follow template below. (FH 5.3.2)
* **Tab 6 materials**
  + At least four, but no more than six, papers written by the candidate should be submitted to the reviewers. The candidate will identify the articles to be sent. (GD 7.5) These materials will NOT be forwarded to the provost.

# Criteria for Advancement

The materials submitted by the candidate are used to demonstrate that the candidate has met the criteria for advancement. The ISU Faculty Handbook describes the criteria for advancement as follows:

## Criteria for Promotion to Associate Professor and/or Tenure (FH 5.2.3.2)

An associate professor should have a solid academic reputation and show promise of further development and productivity in their academic career. The candidate must demonstrate the following:

* excellence in scholarship that establishes the individual as a significant contributor to the field or profession, with potential for national distinction
* effectiveness in areas of position responsibilities
* satisfactory institutional service

Furthermore, a recommendation for promotion to associate professor and granting of tenure must be based upon an assessment that the candidate has made contributions of appropriate magnitude and quality and has a high likelihood of sustained contributions to the field or profession and to the university.

## Criteria for Promotion to Professor (FH 5.2.3.3)

A professor should be recognized by their professional peers within the university, as well as nationally and/or internationally, for the quality of the contribution to their discipline. The candidate must demonstrate the following:

* national distinction in scholarship, as evident in candidate's wide recognition and outstanding contributions to the field or profession
* effectiveness in areas of position responsibilities
* significant institutional service

There is no set time-line for a faculty member to demonstrate the three criteria identified above. The faculty member’s entire academic career must be considered in the evaluation of whether or not the candidate has met these criteria. A recommendation for promotion to professor also must be based upon an assessment of the record, since the last promotion, regardless of the institution that granted the promotion. The candidate is expected to have made contributions of appropriate magnitude and quality and demonstrated the ability to sustain contributions to the field or profession and to the university.

# Key Dates in the Promotion and Tenure Process

|  |  |
| --- | --- |
| September 1 | Candidate submits all materials. |
| September 15 | Letter and materials sent to external reviewers. |
| October 15 | Deadline to receive letters from external reviewers. |
| November 10 | Departmental and department chair reports to the dean. |
| December 15 | College P&T committee submits report to the dean. |
| January 12 | Dean submits report to the provost. |

# Portfolio Summary Exemplars and Template

The Office of the Senior Vice President and Provost makes a selection of exemplary Promotion and Tenure dossiers available for faculty review throughout the year. These dossiers (Tab 2 faculty narratives) offer good examples of the variety of ways in which faculty summarize and present their work and scholarly impact as part of their promotion and/or tenure case. These dossiers are available for faculty review via CyBox. If you are interested in reviewing these dossiers, please read the guidelines and contact Mel Lee at [mklee@iastate.edu](mailto:mklee@iastate.edu) or Megan Peterson at [meganmp@iastate.edu](mailto:meganmp@iastate.edu), or call 515-294-9591. More information is available on the Provost’s [website](https://www.provost.iastate.edu/faculty-success/advancement/promotion-and-tenure) for Promotion and Tenure Review.

The remainder of this document is a template for Tab 2 materials. All sections with underlined text should be removed and replaced with the candidate’s information. Up to 25 pages will be forwarded to the provost.

**First Name Last Name, Ph.D.**

**Title**

**Department of \_\_\_\_\_\_\_**

**Debbie and Jerry Ivy College of Business**

**Iowa State University**

# Portfolio Summary

As the Faculty Handbook specifies, the portfolio should "provide a clear understanding of the candidate's accomplishments within scholarship and his or her areas of faculty activities" (FH 5.3.2). It also specifies that the portfolio include "an overall statement of the candidate's accomplishments in scholarship as they relate to teaching, research/creative activities, and extension/professional practice." Thus, this section serves as an executive summary of the most significant accomplishments in the candidate’s portfolio.

# Research

Demonstrate the potential for (associate professor) or establishment of (full professors) national distinction by summarizing the excellence and impact of research scholarship. This section should highlight all the candidate’s research as well as any awards or recognition the research has received.

## Summary of Research Output

This subsection gives an overview of the quality and quantity of the candidate’s research and should include a list of research in tabular form (see example below).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Article Title** | **Authors in published order** | **Year** | **Journal** | **Dept. List Rank and**  **Impact Factor** | **Citation Count** |
|  |  |  |  |  |  |

## Explanation of Research Streams

This subsection should describe how the candidate’s publications fit together into distinct streams of research.

## Plans for Future Research

This subsection should describe work in progress and under review.

# Teaching

Articulate accomplishments and impact in the area of teaching.

## Teaching Philosophy

Describe the candidate’s beliefs and values as an instructor and explain how these influence teaching.

## Courses Taught and Student Evaluations

This subsection should include results of student evaluations for all courses (in the last five years, or since the last review), presented in tabular form, comparing candidate’s results and department averages for similar courses.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Overall Rating Instructor/Course** | | |
| **Year Semester** | **Course** | **# Enroll** | **# Resp.** | **Resp. Rate** | **Course Average** | **Dept. Average** | **College Average** |
| 2020 Spring | MGMT 486 | 49 | 29 | 62% | 4.34/4.16 | 4.26/4.31 | 4.23/4.20 |
| 2020 Fall | SCM 312 | 60 | 35 | 41% | 4.63/x.xx\* | 4.10/3.91 | 4.21/4.04 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*x.xx – that question was not asked that semester.

## Teaching Activities and Accomplishments

This subsection should include any involvement by the candidate in the development of new courses, the development of new teaching materials, and the use of creative teaching techniques.

## Student Advising

List all current and past graduate students advised in tabular form (see example below). This table can also include advising of undergraduate research projects.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student** | **Academic Program** | **Role** | **Year** |
|  | Ph.D. / Masters / Undergraduate | POSC Member / Chair | Year graduated or In-progress |
|  |  |  |  |
|  |  |  |  |

# Extension or Professional Practice

This section is only required if extension is an element of the candidate’s PRS.

# Professional and Institutional Service

Professional service includes reviewing for journals, serving on editorial boards, and serving in appointed and elected positions in professional and academic organizations. Institutional service includes committee membership and service assignments at the departmental, college and university levels.