

**Date:** June 4, 2018  
**To:** Deans/Associate Deans  
**From:** Dawn Bratsch-Prince, Associate Provost  
**RE:** P&T Dossier Submission Process for 2018-2019

This academic year, we will continue to use an electronic submission process to CyBox to submit dossiers from the college to provost level. We will also continue to use the five-tab system as described in the Promotion and Tenure resources posted on our website, <http://provost.iastate.edu/faculty-and-staff-resources/advancement>. The standardized, college-level Tab 2 templates that you have implemented greatly benefit our P&T review process/documentation, and I thank you for your efforts in this regard! I have attached the P&T BEST PRACTICES document – please share this with your department chairs and college P&T review committees. It is also available on our website.

All promotion and tenure dossiers must be submitted electronically to the Office of the Senior Vice President and Provost on or before **Friday, January 18, 2019**.

Dossier submission will be managed using CyBox:

1. Electronic P&T review materials shall be submitted as one PDF file labeled:  
LAST NAME\_FIRST NAME\_P&T2019
2. Please organize materials in a single pdf file and with sections bookmarked in the following order:
  - a. University P&T checklist
  - b. Coversheet
  - c. Tab 1 materials:
    - i. Factual Summary Sheet
    - ii. PRS
    - iii. Vita
  - d. Tab 2 materials:
    - i. faculty member's portfolio summary (25 page maximum)
  - e. Tab 3 materials:
    - i. department evaluation with recommendation indicated
    - ii. department chair's evaluation with recommendation indicated
  - f. Tab 4 materials:
    - i. college P&T committee evaluation and recommendation
    - ii. college dean's evaluation and recommendation
  - g. Tab 5 materials:
    - i. description of external evaluator selection process
    - ii. copy of letter sent to external evaluators

- iii. log of external evaluators (use university template)
- iv. brief biographical sketch of each evaluator (no more than one page per evaluator)
- v. each external letter

We ask that you convert word documents directly to pdf format. External letters will of course require scanning.

#### COLLEGE SUBMISSION PROCESS

Each dean will identify at least one individual in the college office (for example, dean's administrative assistant or college HR liaison) who will have access to the college's CyBox P&T Folder in order to upload the P&T dossiers for the college. Please forward the name/s of your designee to Megan Peterson at [meganmp@iastate.edu](mailto:meganmp@iastate.edu).

1. Each designee will
  - a. login to CyBox at <https://iastate.box.com>
  - b. see a folder within their CyBox account labeled "P&T Dossiers 2019 - College of ..."
  - c. upload their file by dragging it onto the CyBox folder in the browser or selecting upload and browsing to the file they desire to upload.
2. Once uploaded the college designee will retain access to those files until the end of the day January 18, 2019 at which point they will become read only.

Please direct any questions regarding promotion and tenure to Associate Provost Dawn Bratsch-Prince ([deprince@iastate.edu](mailto:deprince@iastate.edu), 294-6410) or Brenda Behling, Director of Academic Policy and Personnel ([bkbegli@iastate.edu](mailto:bkbegli@iastate.edu), 294-8236).

cc: College HR Liaisons  
Brenda Behling, Director of Academic Policy & Personnel  
Dawn Bratsch-Prince, Associate Provost