

Date: June 1, 2022
To: Deans/Associate Deans, Department Chairs/School Directors
From: Dawn Bratsch-Prince, Associate Provost for Faculty
RE: Promotion and Tenure Dossier Submission Process for 2022-2023

As we prepare for the 2022-2023 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 our [Promotion and Tenure Review](#) webpage. The standardized, college-level templates that you have developed for faculty use in preparing and submitting their materials are highly effective. I thank you for your efforts to refine and communicate expectations to faculty.

Attached to this document is our guide to [Best Practices for P&T](#) which is also available online. I ask college and department/school leadership to share this document with your college and departmental P&T review committees. Please note that all of our P&T documents (e.g., checklist, cover sheet, process guidelines, best practices) are available on our [Promotion and Tenure Review](#) webpage. Also note that we are in the process of updating some documents. We ask that you use the most recent version of each document.

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 12, 2023**. Departments and schools have much earlier dates for submission of candidate materials to their college. Department chairs and School directors should 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&T2023
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 all Word documents directly 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, HR Partner) who will have access to upload the college dossiers. Please forward the name/s of your designee to Megan Peterson at meganmp@iastate.edu.

Each designee will upload their college files to the CyBox folder labeled “P&T Dossiers 2023 - College of ...”. The college designee will retain access to the uploaded files until the end of the day January 12, 2023 at which point they will become read only.

Questions regarding the dossier submission process should be directed to Megan Peterson (meganmp@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) or Kaela Black, Faculty Personnel and Policy Director (kblack@iastate.edu , 294-8236).

Cc:

Jessica Stolee and Craig Hamerlinck, Senior HR Partners
Kaela Black, Faculty Personnel and Policy Director
Akelo Harris, Academic Personnel Specialist
Tera Jordan, Assistant Provost for Faculty Development
Julie Palmer, Executive Assistant to the Provost