Factual Information Summary for Promotion and Tenure

This document aims to present internal reviewers with a standard set of factual information relative to the candidate’s activities during the review period. This document is for internal use only and shall not be shared with external reviewers.

Tab 1 includes key facts of the candidate’s promotion and tenure case (Faculty Handbook 5.2.4.2.6). The narrative summary prepared by the candidate (Tab 2) articulates the specific context of the case and highlights the candidate’s scholarly accomplishments, trajectory, and impact. The candidate has final responsibility for the accuracy of this document. The department chair reviews this document, corrects any errors in consultation with the candidate, and documents when they accept the finalized document. After the document is finalized, it is submitted to the department committee. Any significant additions or updates are communicated by the candidate via a late developed information memo.

|  |  |
| --- | --- |
| Full Name: |  |
| Current Rank: | |
| Department: | College: |
| Formal appointment in Extension: □ Yes □ No | |
| Date candidate completed Factual Information Summary: | |
| Date department chair accepted Factual Information Summary: | |
| Date departmental committee accepted Factual Information Summary: | |

# For General Faculty

* 1. Advising *(provide number of students, not names)*

*\* If applicable, indicate numbers at Iowa State and prior to Iowa State (non-Iowa State).*

|  |  |  |  |
| --- | --- | --- | --- |
| Advisee Type | Cumulative Number as of Fall Semester | Number graduated at current rank\* | Number graduated at previous rank\* |
| Undergraduate advisees – Non-Honors |  |  |  |
| Undergraduate advisees – Honors |  |  |  |
| Masters – As major or co-major professor | Major: | Major: | Major: |
| Co-major: | Co-major: | Co-major: |
| Masters – As committee member |  |  |  |
| Ph.D. – As major or co-major professor | Major: | Major: | Major: |
| Co-major: | Co-major: | Co-major: |
| Ph.D. – As committee member |  |  |  |
| Post-Docs |  |  |  |

* 1. Teaching (at current rank)

*\* If applicable, indicate numbers at Iowa State and prior to Iowa State (non-Iowa State).*

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Year | Number of Credits Taught  (not student credit hours) | | |
| Number of Undergraduate credits | Number of Graduate credits | Professional (CVM only) |
| e.g., AY 2022-2023 | 6 | 3 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3. Publications *(provide number, not titles).*

* + - *Must be published, in press, accepted, or forthcoming. If unsure, use the citation.*
    - *Sources that are not yet submitted, working papers, or under review are not included.*
    - *If applicable, indicate numbers at Iowa State and prior to Iowa State (non-Iowa State).*

|  |  |  |
| --- | --- | --- |
| **Publication Type** | **At current rank\*** | **At previous rank** |
| **Refereed/Juried/Peer-validated** | | |
| Journal articles |  |  |
| Authored books |  |  |
| Authored textbooks |  |  |
| Edited books |  |  |
| Chapters in books |  |  |
| Chapters in textbooks |  |  |
| Encyclopedia entries |  |  |
| Presentations/Proceedings (e.g., Major conferences) |  |  |
| Extension Publications |  |  |
| Exhibitions/shows/performances |  |  |
| **Non-referred/Non-juried/Non peer-validated** | | |
| Journal articles |  |  |
| Authored books |  |  |
| Authored textbooks |  |  |
| Edited books |  |  |
| Chapters in books |  |  |
| Chapters in textbooks |  |  |
| Encyclopedia entries |  |  |
| Presentations/Proceedings (e.g., Major conferences) |  |  |
| Extension Publications |  |  |
| Exhibitions/shows/performances |  |  |
| **Other Contributions** | | |
| Software products (e.g., decision support, apps) |  |  |
| Curricula/programming for Extension and Outreach |  |  |
| Curricula/instructional materials for undergraduate/graduate education |  |  |
| Other (specify): |  |  |

4. Invited Talks

*\* If applicable, indicate numbers at Iowa State and prior to Iowa State (non-Iowa State).*

|  |  |  |
| --- | --- | --- |
| Venue | At current rank\* | At previous rank |
| At other universities |  |  |
| At conferences |  |  |
| At agencies, companies, other venues |  |  |

* 1. Funding

\* *Use grant start date to determine which column to assign the funding information.*

*\* If applicable, indicate numbers at Iowa State and prior to Iowa State (non-Iowa State).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Role | Total Funding | | Funding to Candidate | |
| At current rank\* | At previous rank | At current rank\* | At previous rank |
| *Grants Funded* | | | | | |
| External – Competitive | PI |  |  |  |  |
|  | Co-PI |  |  |  |  |
| External – Non-competitive | PI |  |  |  |  |
|  | Co-PI |  |  |  |  |
| Internal | PI |  |  |  |  |
|  | Co-PI |  |  |  |  |

5. Citations

|  |  |  |
| --- | --- | --- |
| Name of source | Date consulted | Number |
|  |  |  |

6. H-indexes

|  |  |  |
| --- | --- | --- |
| Name of source | Date consulted | Number |
| Web of Science |  |  |
| Google Scholar |  |  |
| Other |  |  |

7. Externally Competitive Awards (at current rank*), e.g., AAAS, Fulbright, NEH, NSF Career, Fellows. etc.)*

|  |  |
| --- | --- |
| Award Name | Date conferred |
|  |  |
|  |  |
|  |  |

*\* For a list of external rewards, review the* [*External Honors and Awards website*](https://www.provost.iastate.edu/faculty-success/awards/external)*.*

8. Other Awards (at current rank)

|  |  |
| --- | --- |
| Award Name | Date conferred |
|  |  |
|  |  |
|  |  |

9. Technology Transfer Activity

*\*If applicable, indicate numbers at Iowa State and prior to Iowa State as (ISU/non-ISU).*

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | | At current rank | At previous rank |
| Patents | Awarded: |  |  |
|  | Pending: |  |  |
| Licenses | |  |  |

# For CVM faculty only:

* 1. Teaching

|  |  |  |  |
| --- | --- | --- | --- |
| Advisee Type | Active as of current semester | Graduated at current rank | Graduated at previous rank |
| Post-Docs (Board-Certified) |  |  |  |
| Post-Docs (Non-Board-Certified) |  |  |  |
| Residents mentorship |  |  |  |
| Interns mentorship |  |  |  |

* 1. Clinical Service Activity

|  |  |
| --- | --- |
| Year | Weeks of Assigned Duty including Emergency Duty |
|  |  |
|  |  |
|  |  |

# For faculty with formal appointments in Extension and Outreach only:

* 1. Teaching

|  |  |
| --- | --- |
| Year | Number of non-credit classes/events |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

* 1. Stakeholder/Community Engagement

|  |  |  |
| --- | --- | --- |
| Year | Type, Number and Followers | |
| Type (e.g. Blogs, Newsletters, Social Media Use, Popular Press Articles, Radio Shows, Webinars) | Number of Items and Number of Followers |
| e.g. 2014 | Blog | 1 and 200 followers |
|  |  |  |
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*Revised June 2024*