

**Date:** June 3, 2024  
**To:** Deans, Associate Deans, and Department Chairs/School Directors  
**From:** Dawn Bratsch-Prince, Associate Provost for Faculty  
**Re:** Promotion and Tenure Dossier Submission Process for 2024-2025

As we prepare for the 2024-2025 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 the [Promotion and Tenure Review](#) website. The standardized, college-level templates that you have developed for faculty use in documenting their activities are highly effective. I thank you for your continuing efforts to refine and communicate expectations to our faculty.

Attached is the updated guide to [Best Practices for Successful Preparation and Review of Promotion and Tenure Cases](#), which is also available on the [Promotion and Tenure Review](#) website. I ask college and department/school leaders to share this document with your college and departmental P&T review committees. Please note that all P&T documents (e.g., checklist, candidate cover sheet, factual information summary, log of external letters) are available on the [Promotion and Tenure Review](#) website.

We require that departments, colleges, and candidates use the current version of each P&T document. All documents are posted under Forms and Materials and have Iowa State University and the Office of the Senior Vice President and Provost in a cardinal red header. If you post these documents on your respective college and department/school websites, kindly update this content accordingly.

All college-level promotion and tenure committees are required to complete an annual standardized training led by the college's Faculty Success 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 9, 2025**. Departments and schools have much earlier dates for the submission of candidate materials to their college. Department chairs/school directors are encouraged to 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&T2025
2. Please organize materials in a single pdf file and with sections bookmarked in the following order:
  - a. University P&T checklist
  - b. Candidate Cover Sheet
  - c. Voting Record
  - d. Tab 1 materials:
    - i. Factual Information Summary
    - ii. Position Responsibility Statement (PRS) (include all PRSs, signed by the candidate and the department chair/school director; current signed PRS must be downloaded from Workday.)
    - iii. Vita
  - e. Tab 2 materials:
    - i. Candidate's portfolio summary/dossier (25-page maximum)
  - f. Tab 3 materials:
    - i. Department evaluation with recommendation indicated
    - ii. Department chair's evaluation with recommendation indicated
  - g. Tab 4 materials:
    - i. College P&T committee evaluation and recommendation
    - ii. College dean's evaluation and recommendation
  - h. Tab 5 materials:
    - i. Description of external evaluator selection process
    - ii. Copy of letter sent to external evaluators (use university template available on the [Promotion and Tenure Review](#) website)

- iii. Log of external evaluators (use the university template available on the [Promotion and Tenure Review](#) website)
- iv. Brief biographical sketch of each evaluator (no more than a half-page per evaluator) *DO NOT INCLUDE CVs*.
- v. Each external letter received

We ask that you convert all Word documents to pdf format. External letters may be scanned.

Each dean shall identify at least one individual in the college office (e.g., the dean's administrative assistant) who will have access to upload the college dossiers. Please forward the name(s) of your designee to Kati Gorman at [kati@iastate.edu](mailto:kati@iastate.edu).

Each college designee will review the dossiers to ensure quality control and adherence to the aforementioned guidelines. When ready, the designee will upload their college files to the CyBox folder labeled "P&T Dossiers 2025 - College of ...". The college designee will retain access to the uploaded files until the end of the day on January 9, 2025, at which point they will become read-only.

The college designee must also fill out the excel sheet that is placed in the Cybox by the Office of the Senior Vice President and Provost. Information that needs to be filled out includes college, department, last and first name, and proposed action. Please do this at the same time you upload the dossiers.

Questions regarding the dossier submission process should be directed to Kati Gorman ([kati@iastate.edu](mailto:kati@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](mailto:deprince@iastate.edu), 294- 6410), Assistant Provost for Faculty Success, Tera Jordan ([trh@iastate.edu](mailto:trh@iastate.edu), 294-1527) or Kaela Black, Faculty Personnel and Policy Director ([kblack@iastate.edu](mailto:kblack@iastate.edu) , 294- 8236).

Cc:

Provost's Cabinet  
Tera Jordan, Assistant Provost for Faculty Success  
Jessica Aden, Senior HR Partner  
Craig Hamerlinck, Senior HR Partner  
Kaela Black, Faculty Personnel and Policy Director  
Julie Palmer, Executive Assistant to the Provost  
College deans' administrative assistants