

## **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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date candidate completed Factual Information Summary:	
Date department chair accepted Factual Information Summary:	
Date departmental committee accepted Factual Information Summary:	

**I. 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			

2. 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
<b>Refereed/Juried/Peer-validated</b>		
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		
<b>Non-referred/Non-juried/Non peer-validated</b>		
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		
<b>Other Contributions</b>		
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		

5. 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
<u>Grants Funded</u>					
External – Competitive	PI				
	Co-PI				
External – Non-competitive	PI				
	Co-PI				
Internal	PI				
	Co-PI				

6. Citations

Name of source	Date consulted	Number

7. H-indexes

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

8. 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](#).

9. Other Awards (at current rank)

Award Name	Date conferred

10. 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			

**II. 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			

**2. Clinical Service Activity**

Year	Weeks of Assigned Duty including Emergency Duty

**III. For faculty with formal appointments in Extension and Outreach only:**

1. Teaching

Year	Number of non-credit classes/events

2. 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

*Revised January 2, 2025*