

# College of Public Health

The following document outlines the responsibilities of the faculty member in the compilation and accuracy of the dossier considered for review and promotion in the College of Public Health. The full College of Public Health policies are available on the College of Public Health website or the UI Provost Office Website <http://provost.uiowa.edu/faculty-handbook>.

## CANDIDATE RESPONSIBILITIES FOR PROVISION OF MATERIALS AND INFORMATION

- A. It is the candidate's responsibility, with the advice of the DEO, to compile and submit substantive material for inclusion in the promotion dossier (the core of the Promotion Record) on or before September 1<sup>st</sup> of the academic year in which the promotion decision is to be made unless an earlier deadline is established by the department.**

The dossier submitted by the faculty member to the Department Head will contain the following, in the order listed unless otherwise noted. A current CV in the college's standard format may be used in place of the individual items listed below, provided that either all the listed elements are contained in the CV or any missing elements are supplied separately.

1. A current **curriculum vita** in College of Public Health format, with annotation of published works (see information below).
2. The candidate's personal statement on teaching (consisting of a summary and explanation—normally not to exceed three pages—of the candidate's accomplishments and future plans concerning teaching, and comments on these accomplishments and plans and on other items included in the dossier related to teaching);

copies of course materials, including syllabi, instructional Web pages, computer laboratory materials, etc.;

documentation of peer evaluation of the candidate's teaching (as specified in respective departmental guidelines) (a minimum of 3 peer evaluation of teaching forms). See additional information in the CPH Faculty Handbook regarding peer evaluation of teaching guidelines.

and, as an **APPENDIX** to the dossier, copies of teaching evaluations by students<sup>1</sup> for each course taught (the candidate will include all student teaching evaluations in their custody for each course taught).

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<sup>1</sup> In the College of Public Health, "student" is defined as any learner, including, but not limited to: undergraduate, medical and other professional students; medical residents and fellows; graduate students and post-doctoral fellows; other faculty; and practicing health care professionals.

- 3a. For **tenure track faculty** a record of the candidate's scholarship (consisting of a summary and explanation—normally not to exceed three pages—of the candidate's accomplishments and future plans concerning scholarship, and comments on these accomplishments and plans and on other items included in the dossier related to scholarship);

and, as an **APPENDIX** to the dossier, the candidate should select up to five representative examples of the candidate's published work (or work that is in print or has been accepted for publication), indicating where each work has been or will be published.

- 3b. For **clinical track faculty** members a record of the candidate's professional productivity and, if applicable, scholarship including:

the candidate's personal statement on professional productivity/scholarship (consisting of a summary and explanation—normally not to exceed three pages—of the candidate's accomplishments and future plans concerning professional productivity, and comments on these accomplishments and plans and on other items included in the dossier related to professional productivity/scholarship);

and, if applicable, as an **APPENDIX** to the dossier, copies of the materials documenting the candidate's professional productivity.

4. A record of the candidate's service to the department, college, university, profession, and community, including:
- a. for **tenure track faculty**, the candidate's personal statement on service consisting of a summary and explanation—normally not to exceed two pages—of the candidate's accomplishments and future plans concerning service, and comments on these accomplishments and plans and on other items included in the dossier related to service; and
  - b. for **clinical track faculty**, the candidate's personal statement on service consisting of a summary and explanation—normally not to exceed three pages—of the candidate's accomplishments and future plans concerning service, and comments on these accomplishments and plans and on other items included in the dossier related to clinical and other service.
5. Within the appropriate section(s) of the dossier as listed above, other information relevant to the candidate's record in teaching, scholarship, or service that is deemed to be important in the candidate's judgment.

A **current CV** in the college's standard format may be used in place of the individual items listed below, provided that either all the listed elements are contained in the CV or any missing elements are supplied separately.

- a record of the candidate's educational and professional history, including at least the following sections, preferably in the order listed:
  - A list of institutions or higher education attended, preferably from most to least recent, indicating for each on the name of the institution, dates attended, field of study, degree obtained, and date the degree was awarded;
  - A list of professional and academic positions held, preferably from most to least recent, indicating for each on the title of the position, the dates of service, and the location or institution at which the position was held; and
  - A list of honors, awards, recognitions, and outstanding achievements, preferably from most to least recent.
- List of candidate's teaching assignments on a semester-by-semester basis, (least to most recent)
- List of graduate students, fellows or other postdoctoral students supervised, including each student's name, degree objective, and first post-graduate position
- List of residents for whom the faculty member has provided substantial and prolonged supervision (if any), including student's name and first post-residency position
- A list of other contributions to instructional programs
- A list of candidate's publications or creative works with a brief statement of the candidate's contribution to the work (least to most recent)
- A list of all published reviews of scholarship (if any)
- A list of attained support including grants and contracts received
- A list of invited lectures and conference presentations
- A list of pending decisions that might affect the promotion deliberations (including grants proposals, book contracts, and other publishing decisions anticipated in the near future)
- A list of all inventions and patents (if any)
- A categorized list of offices held in professional organizations; editorships of journals or other scholarly publications, service on review panels, service on departmental, collegiate, or university committees; departmental, collegiate, or university service

positions; relevant community involvement; service to the State of Iowa; and other contributions.

**B. It is the candidate's responsibility to cooperate in obtaining peer evaluation of the candidate's teaching by participating in the following process:**

The DEO will appoint a committee to perform the peer evaluation of teaching from among the DCG. The range of teaching activities conducted by faculty in the College of Public Health, is broad and includes, but is not limited to: lectures; small group facilitation in the non-clinical setting; clinical teaching in the ward or clinic; and graduate student advising. Teaching performed outside the institution (for example, at national meetings, or as part of continuing medical education events) may be included, but these activities may not constitute the sole source of teaching activities for evaluation.

Materials to be reviewed include anything placed in the dossier by the candidate, including, but not limited to: course syllabi, lecture handouts, web pages or other electronic teaching materials, chapters from textbooks aimed at a student audience, and lists of teaching activities included in the c.v.

**C. It is the candidate's responsibility to cooperate in obtaining peer evaluation of the candidate's scholarship and/or professional productivity by participating in the following process:**

Selection of reviewers will begin on or before September 30, of the academic year in which the promotion decision will be made, unless an earlier deadline has been established by the Department.

For **tenure track faculty**, the candidate will provide the DEO a list of four appropriate external reviewers from peer institutions (e.g, AAU, CIC or Big Ten, major public, Carnegie Research I) or institutions in which the corresponding department or individual evaluator is of peer quality. The DEO will add suggestions to the list. After consultation with the internal peer review group and the possible addition of names of other potential external reviewers, the DEO will provide the total list to the faculty candidate. Eight assessments from external reviewers will be sought and a minimum of four must be received and placed in the promotion dossier.

For **clinical track faculty** members being promoted to Professor, at least half of the letters must be obtained from individuals external to the institution; for promotion to Associate Professor, at least one letter from an individual external to the institution must be included. All letters for both ranks must be external to the department; at least half must be external to the College.

The candidate will identify any potential reviewer on the list who may be unfairly biased, and may prepare a written objection to be given to the Departmental Executive Officer.<sup>2</sup>

The DEO, after the consultation described above, will select the final list to be invited.<sup>3</sup>

### CANDIDATE RESPONSIBILITIES DURING THE REVIEW PROCESS:

**A. The candidate will be given an opportunity to respond to the internal peer evaluations as follows:**

The Departmental Executive Officer will send to the candidate a copy of the internal peer evaluation of the candidate's teaching, scholarship and/or professional productivity, and service. The candidate will be allowed 10 working days to submit in writing any corrections to errors in that report.

The results of the DCG's vote and summary report of its discussion will be provided to the candidate, redacted as needed by those who prepared the summary report to protect the confidentiality of any individual contributions, whether from students, reviewers, or University of Iowa faculty members. The candidate will be allowed 10 working days to submit in writing any corrections to errors in the DCG report. This response accompanies the dossier to the Dean's office and becomes part of the promotion dossier.

**B. The candidate will be given the opportunity to respond to recommendation against promotion by the DEO as follows:**

The DEO writes an independent assessment of the candidate as part of the promotion process. In the event of a negative review by the DEO and at the same time that the Promotion Record is submitted to the Dean, the DEO will provide the candidate with a copy of the DEO's letter to the Dean. The candidate, upon request, will have access to the Promotion Record, providing the reviews of the candidate's scholarship are redacted as appropriate to protect the confidentiality of the reviewers; that any comments referring to reviews be redacted to protect the confidentiality of reviewers; and that the student evaluations of the candidate's teaching which were added to the Promotion Record by the DEO be redacted to protect the confidentiality of student evaluators.

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<sup>2</sup> In identifying potential external reviewers, all participants in the selection process will take into account the standing of the prospective reviewer in the discipline, the likely knowledge of the reviewer of the material to be reviewed, the apparent impartiality of the reviewer, and the contribution of the reviewer to achieving an overall "balanced" review among the reviewers on any criterion for which there might be a range of perspectives. It is critical to avoid any situation in which a personal and/or professional relationship (including advising, mentoring, co-authoring, etc.) between the candidate and a prospective reviewer is such that it could undermine the reviewer's apparent impartiality.

<sup>3</sup> After or in anticipation of an invitation to an external reviewer to evaluate the candidate's published work, neither the candidate nor any other faculty member other than the Departmental Executive Officer or Dean will communicate with the reviewer concerning the subject of the review or the review process.

The candidate will be allowed 5 working days to submit a letter of response and additional information to be included in the Promotion Record. The letter of response is sent to the Dean for inclusion in the Promotion Record and shall also give the DEO a copy of the response.