

## Preparing an Application for Promotion

Consult the ISU Faculty handbook ([section 5.2.2](#)) to align your achievements with qualifications for Promotion (Associate Professor or Professor).

Consult the [CVM](#) and your departmental governance documents to align your achievements with qualifications for promotion.

Articulate the alignment of your achievements in a brief document.

Discuss plans with mentors and department chair.

Make a plan to prepare your dossier.

## Preparing your Dossier

### Timelines

[Promotion and Tenure Review](#) resources on the [Faculty Advancement and Review](#) website hosted by the Provost's Office

Resources on the [CVM Advancement website](#).

For teaching evaluations contact Melody Gustafson in the Office of Curricular Assessment and Teaching Support ([melodyg@iastate.edu](mailto:melodyg@iastate.edu)).

## Elements to Prepare

### Cover Page

Checklist (this does not need to be completed by the candidate).

### Tab 1 materials

Factual Information Summary ([CVM Faculty Advancement website](#))

PRS (*Departmental Administrator: Candidate should provide narrative if there have been changes*)

Vita. **Reverse chronological order.** No page limits.

### Tab 2 materials

Dossier: Documentation of scholarship and performance (**25-page maximum**)

CVM Template ([CVM Faculty Advancement website](#))

*Emphasize work since hire or last promotion.*

*This is the document that you use to provide context for your work and describe the **impact** of your work.*

Tab 3 materials

Department evaluation with recommendation indicated

Department chair's evaluation with recommendation indicated

Tab 4 materials

College P&T committee evaluation and recommendation

College dean's evaluation and recommendation

Tab 5 materials

Description of external evaluator selection process

Copy of letter sent to external evaluators

Log of external evaluators (use university template)

Brief biographical sketch of each evaluator (no more than one page per evaluator)

Each external letter

Examples of Successful Packets.

*No longer available from Dean's Office. Available by appointment on CyBox.*

*Contact Mel Lee ([mklee@iastate](mailto:mklee@iastate)) or Megan Pearson ([meganmp@iastate.edu](mailto:meganmp@iastate.edu)). They will grant you access to CyBox Folder (Sample P&T Dossiers) for **two hours**. No copying, downloading or screenshotting allowed.*