

COD PRELIMINARY REVIEW DOSSIER TEMPLATE FOR 2024-2025

These guidelines are not a rigid, universal template. Departments and faculty candidates are encouraged to review and adapt as needed to best showcase the quality, quantity, and impact of their scholarship and work in the areas specified in their PRS, ensuring compliance with ISU Faculty Handbook requirements. Faculty candidates may use the form below, removing italicized text and unnecessary categories, or create their own vita format.

The Promotion and Tenure Vita Guidelines are recommendations based on the sequence and content outlined in sections 5.3.1.1. through 5.3.2.2.4. of the July 2024 edition of the [ISU Faculty Handbook \(FH\)](#) regarding the promotion and tenure vita and portfolio. They highlight contributions to the discipline (scholarship) and PRS activity performance, which are key qualifications for academic rank as noted in FH, 5.2.3.

- Cover Sheet
 - Questions 1-6 will be completed by the candidate.
 - Questions 7-8 and appropriate votes will be completed by the Department Chair.
 - The remaining sections will be completed by the Senior Associate Dean.
- Tab 1 & 2 are the responsibility of the candidates in consultation with their mentors (or senior members of the faculty).
- Tab 3 includes two sections:
 - Section 1: written by the Departmental P&T Committee, independent of the candidate.
 - Section 2: written by the Department Chair, including recommendation and the draft letter to the candidate.

Once the dossier is submitted, all tabs are treated as confidential in accordance with the department governance documents as approved by the college.

General Timeline for Preliminary Review Actions

Dates	Action
Prior to Nov 1	Department chair notifies faculty member of the upcoming review.
January 20	Faculty member submits the preliminary review dossier to the departmental partner.
February 1 to April 1	Department conducts the preliminary review of candidate according to department, college, and university policy. The department chair communicates the departmental and chair's recommendations to the candidate.
April 1	Departmental recommendation, chair's recommendation, and complete dossier are submitted to the Dean.
Late April	Dean communicates college decision to chair. Department chair communicates outcome of review to candidate, copying the Dean.
May 1	College forwards required materials to the Provost.

Note: If the due date falls on a weekend or holiday, the information is due the Friday prior.

COVER SHEET FOR PRELIMINARY REVIEW

COLLEGE OF DESIGN

1.	Full Name			
2.	Current Rank			
3.	Primary Department			
4.	Secondary Appointments (depts. or programs)			
5.	Date of Present Rank			
6.	Highest Degree Earned			
	<u>Degree</u>	<u>Institution</u>	<u>Date</u>	<u>Field</u>

7. Was the candidate hired with time on the tenure-clock? Yes No
If so, how much?

8. Was the candidate granted an extension of the tenure clock? Yes No

9. Voting record on this recommendation: (Include those that apply and account for all eligible voters in each category)

Departmental Committee (totals)	Yes	No	Abstain	Absent	On Leave
Department Faculty (totals)	Yes	No	Abstain	Absent	On Leave
Dept Chair Recommendation	Yes	No			
Dean's Cabinet (totals)	Yes	No	Abstain	Absent	N/A _____
Dean's Decision	Yes	No			

10. Dean's decision on contract renewal:

- Reappointment with no reservation
- Reappointment with no strong reservation, but with specific issues that need to be addressed
- Reappointment with reservation and specific steps to be taken (may entail a one- or two-year renewal with an additional review scheduled before the mandatory tenure review)
- Non-reappointment

TAB 1

I. CANDIDATE INFORMATION

The candidate should prepare this section.

- 1.1. Candidate's Name:
- 1.2. Dates of initial probationary contract:
 Beginning date of appointment:
 Scheduled end date of appointment if not renewed:
- 1.3. Did the candidate receive an official extension of the initial probationary term?
 No _____ Yes _____ Length of extension _____
(The chair's letter should include details and documentation)
- 1.4. Degrees Held (beginning with most recent degree) in tabular form:

<u>Degree</u>	<u>Institution</u>	<u>Date</u>	<u>Field/Discipline</u>
- 1.5. Previous Professional Experience in tabular form:

<u>Institution</u>	<u>Title</u>	<u>Dates</u>
- 1.6. Licensure / Certification *(if applicable)* License name and number
- 1.7. Date this factual information summary was completed by candidate: _____

Factual Summary *(note: the factual summary form is provided by the Provost's office for use in P & T cases from every part of campus; depending on your PRS, some categories may be left blank.)*

1. Advising (provide number, not names)

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

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 (since appointment to current rank) Fall and Spring only (not summer)

Academic Year	Number of credits taught		
	Number of Undergraduate Credits	Number of Graduate Credits	Professional (CVM only)

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

3. Publications (provide number, not titles)

Must be accepted, forthcoming, in press, or published – not “submitted” or “under review” or “working paper”.

Publication Type	At current rank*	At previous rank
Refereed journal articles		
Authored books		
Authored textbooks		
Edited books		
Book chapters		
Textbook chapters		
Non-refereed journal articles		
Encyclopedia entries		
Refereed proceedings – Major conferences		
Non-refereed proceedings		
Presentations – Major conferences		
Juried exhibitions/shows/performances		
Invited exhibitions/shows/performances		
Peer-validated adult curricula/programming (Extension)		
Peer-reviewed Extension Publications		
Peer-validated undergraduate/graduate curricula or instructional materials		
Software products (e.g., decision support, apps)		
Other (specify):		

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

4. Invited Talks

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

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

5. Funding

Type	Role	Total funding		Funding to candidate	
		At current rank*	At previous rank	At current rank*	At previous rank
External – Competitive	PI				
	Co-PI				
External – Non-competitive	PI				
	Co-PI				
Internal	PI				
	Co-PI				

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

6. Citations

Name of source	Date consulted	Number

7. H-indexes (Web of Science and Google Scholar)

Name of source	Date consulted	Number

8. Externally Competitive Awards (at current rank)

(e.g., AAAS, Fulbright, NEH, NSF Career, Society Fellows, etc.)

Award Name	Date conferred

For external awards lists please see:

<https://www.provost.iastate.edu/faculty-success/awards/external>

9. Other Awards (at current rank)

Award Name	Date conferred

10. Technology Transfer Activity

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

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

1.8. Work Assignment

Does the individual have any assignments beyond those expected of a regular faculty member in the department?

Yes _____ No _____

If yes, they are/were _____

- 1.9. Position Responsibility Statement
(Include copies of both current PRS from Workday and any prior PRS statements operative during the period of review.)
- 2.0. Full Curriculum Vitae *(The vita is a listing of the candidate's faculty activities and accomplishments put together by the candidate. The Faculty Handbook, 5.3.1., includes details on what to include.)*
- Organize all entries in each section in reverse chronological order – most recent first, oldest last.
 - Indicate role/contribution in co-authored or collaborative efforts.
 - Highlight activities and accomplishments pertinent to the current promotion and/or tenure review.
 - Items **should not be replicated**. List accomplishments only once and place in the appropriate section.

II. SCHOLARSHIP

(Examples include but are not limited to the following. Refer to [FH 5.3.1.3](#), College of Design Governance Document, and Departmental Governance Documents for further examples. This should be a listing of scholarships that indicates contributions to the faculty member's discipline(s).)

** Describe the purpose, content and the collaborative effort (if there are co-authors) underneath each item below, in a few sentences. Provide links to where they were published, and the impact factors, the number of downloads, the number of views, as relevant. List work prior to joining ISU faculty rank should also be listed with a clear line and should be in light gray color (or another form of differentiation).*

Books

Year Full bibliographic entry & contribution, e.g., sole author, co-author, editor, co-editor, etc.

Curated Exhibitions

Year Title of Exhibition Venue

Journal Articles – Peer Reviewed

Year Full bibliographic entry

Conference Proceedings – Peer Reviewed

Year Full bibliographic entry

Book Chapters

Year Full bibliographic entry

Other Publications

Year Full bibliographic entry

Workshop/Training Curricula

Year Full bibliographic entry

Juried Exhibitions

Year Exhibition name, gallery/museum name, location, juror name(s) and professional affiliation(s), title of piece or pieces included in exhibition, award if received, e.g. best of show, first place, second place, etc. Indicate international, national, regional or local, and acceptance rate.

Invited Exhibitions

Year Exhibition name, gallery/museum name, location, juror name(s) and professional affiliation(s), title of piece or pieces included in exhibition, award if received, e.g. best of show, first place, second place, etc. Indicate international, national, regional or local.

Competitions

Year Competition name, competition sponsor, location, juror name(s) and professional affiliation(s), title of competition entry, award received. Indicate international, national, regional or local.

Conference Presentations – Peer Reviewed Abstracts

Year Full bibliographic entry

Invited Lectures and Presentations

Year Full bibliographic entry

Products in Other Media (Videos, Software Applications, Websites, Blogs, etc.)

Year Title as appropriate

Extension / Outreach Reports and Publications

Year Full bibliographic entry

Media Presentations, News Notes, Editorials (about and by), etc.

Year Full bibliographic entry

Inventions and Patents

Year Invention name, description, patent number

Awards and Honors

Year Title, granting organization

Other Scholarly Products / Venues

Year Fellowships, Residencies, Grants, etc. as may be appropriate to area(s) of candidate's expertise

III. TEACHING

Courses Taught

Term/Year Course number, course title, credits, and enrollment

Undergraduate Advising

Describe undergraduate advising responsibilities. Describe your role as a mentor for undergraduate students. Include mentoring honors student projects, undergraduate research, internship supervision, engagement with student clubs and organization, and informal mentoring.

Graduate Advising

Major Professor

Year Student name, degree earned, thesis/creative component title, link to the thesis

Graduate Committee Member

Year Student name, degree earned, thesis/creative component title, link to the thesis

Student Awards

Year Student name, award received for work done under your supervision, link to the award

Student Accomplishments

Year Student name, accomplishment under your supervision

Curricular Development

Year Significant contribution to curriculum, new course developed, etc. Provide the reason for the new course development, its content, and its connection to your scholarship, if relevant.

Grants for Teaching

Year Project name and scope, granting organization, amount awarded

Service related to Teaching

Year Organization and role

Recognition for Teaching

Year Awards, honors, recognitions for teaching/advising

Professional Development related to Teaching

Year Organization, project name and scope, activities and responsibilities taken on

IV. RESEARCH / CREATIVE ACTIVITIES

(Examples include the following. Refer to FH 5.3.1.4.2., College of Design Governance Document, and Departmental Documents for further examples.)

Completed Projects and Programs *(CITE THE SCHOLARSHIP SECTION to avoid any duplication)*

Year Name and description

Current Projects and Programs

Year Name and description

Future Projects and Programs

Year Name and description

External Grants and Awards for Research / Creative Activities

Year Project name and scope, outcomes, granting organization, amount awarded
Describe the purpose, impact, and the outcomes

Internal Grants and Awards for Research / Creative Activities

Year Project name and scope, outcomes, granting organization, amount awarded
Describe the purpose, impact, and the outcomes

Service Related to Research / Creative Activities

Year Board/agency/journal/organization/professional society and role, e.g. expert consultant, referee, editor, leadership position, etc.

List them as service to the professional organization, invited journal article review, invited to contribute to an exhibition, etc.

Recognition for Research / Creative Activities

Year Awards, honors, recognitions, highlight if nominated.

V. EXTENSION and OUTREACH

(Examples include the following. Refer to FH 5.3.1.4.3., College of Design Governance Document, and Departmental Documents for further examples.)

Reports/Plans/Designs/Other Deliverables

Year Full bibliographic entry. May use subheadings to specifically identify types of deliverables.

Projects

Year Project title, client, location, scope, deliverable or impact

Educational Outreach

Year Workshop/seminar/training session/lecture, audience, location, date, number attended, evaluation scores

Consulting / Technical Assistance

Year Project/client name and location, scope, deliverable or impact

Grants, Contracts and Fees for Extension / Professional Practice / Engagement

Year Project or program name and scope, granting organization, amount awarded

Service Related to Extension / Professional Practice / Engagement

Year(s) Board/agency/journal/organization/professional society and role, e.g. expert, referee, juror, editor, leadership position, etc.

Recognitions for Extension / Professional Practice / Engagement

Year Awards, honors, recognitions for extension/professional practice/engagement

VI. INSTITUTIONAL SERVICE

(Examples include the following. Refer to FH 5.3.1.4.4., College of Design Governance Document, and Departmental Documents for further examples.)

University Service

Year Council/committee/activity and role, e.g., member, chair, contribution, etc.

College Service

Year Council/committee/activity and role, e.g., member, chair, contribution, etc.

Departmental Service

Year Council/committee/activity and role, e.g., member, chair, contribution, etc.

Recognitions for Institutional Service

Year Awards, honors, recognitions for service activities

TAB 2

DOCUMENTATION of CANDIDATE'S PERFORMANCE in SCHOLARSHIP AND POSITION RESPONSIBILITIES

The candidate should prepare this section. Please be as concise as possible. This section must not exceed 10 pages.

1. **Candidate Statement on Scholarship:** *This statement should cover scholarship in any relevant domain(s) (teaching, research/creative activity, and/or extension/professional practice) based on work primarily conducted at ISU since your appointment. Prior work should only be included if formal tenure clock time was granted and documented in the Letter of Intent. Remember, a copy of your curriculum vitae is included in Tab 1, so this section should focus on providing an analysis of your work, its significance and impact, and your role in collaborative activities. Please provide a summary of scholarship in progress, how it related to past scholarship, and your plans for future scholarship.*
2. **Summary of Accomplishments and Impact**
 - a. **Teaching (X% of PRS):** *Provide a summary of your teaching efforts since your initial appointment at ISU, or your most recent review. Include information on teaching quality and impact. Describe any efforts you have made to improve your teaching over time, including professional development activities, course and curriculum development, and innovative teaching strategies aimed at enhancing student engagement and outcomes. Explain how you have assessed your teaching effectiveness through methods such as peer evaluations, assessments of student learning, or other forms of feedback. This narrative will provide context for the student end-of-semester course evaluations. Additionally, you may discuss the impact of Covid-19 on your teaching.*
 - b. **Research / Creative Activity (X% of PRS):** *Describe your research areas of focus in a narrative form. Examples of peer-reviewed products include refereed journal articles, books, chapters, textbooks, printed conference proceedings, conference presentations, and juried shows or exhibitions. Invited presentations and service on editorial boards are also key indicators of national visibility. Summarize your efforts in obtaining external support for your research / creative activity.*
 - c. **Institutional Service (X% of PRS):** *While service contributions alone cannot justify a promotion and/or tenure recommendation, every faculty member is expected to participate in institutional service. Each promotion and tenure recommendation must provide evidence of such involvement. Institutional service can include committee work at the department, college, or university level, as well as activities aimed at advancing campus-wide goals not mentioned above.*
 - d. **Extension/Outreach/Professional Service/Professional Practice (X% of PRS):** *Provide a summary of your extension, outreach, professional service, and/or professional practice activities since your appointment at ISU, including information on their quality and impact. Examples of these activities include teaching extension courses, preparing informational and instructional materials, conducting workshops and conferences, consulting with public and private groups, acquiring, organizing, and interpreting information resources, and participating in activities that involve professional expertise. This could also include service to offices held in professional organizations or committees. These activities may be local, regional, national, or international in scope.*

TAB 3

DEPARTMENTAL P&T COMMITTEE RECOMMENDATION

This section should start with a brief description of the department's preliminary review process, including the peer review process for teaching, if relevant.

Following this, the departmental P&T committee should provide an evaluative synthesis of the candidate's performance in their position responsibilities and scholarship. The evaluation of performance should include separate analyses for each applicable domain (teaching, research/creative activity, extension/professional practice, and institutional service). The evaluation of scholarship may include separate analyses for the scholarship of teaching, scholarship of research/creative activity, and scholarship of extension/professional practice. If a faculty member's PRS includes commitments to another department or program, that department/program must be involved in the evaluation process in accordance with the university guidelines.

- 1. Description of the preliminary review process in the department:** *This summary briefly explains (1) selection of faculty members to serve on the P&T committee, (2) voting eligibility, (3) selection of faculty members from outside the department, if needed, (4) process for conducting peer review of teaching, if relevant, and (5) the date of the charge to the P&T committee, and the dates of the committee deliberations. If the committee asked for additional information from the department chair, for clarity, that should also be included in the letter.*
- 2. Assessment of performance in position responsibilities:** *Drawing on the materials presented in Tab 2, the departmental P&T committee should analyze the candidate's performance in their position responsibilities and, where possible, provide documentation to support the evaluation and place the candidate's performance in a comparative framework. Evaluations should emphasize both the quality and quantity of work performed in each area.*

When evaluating teaching performance, student evaluations should be documented, compared to departmental norms, and included in the evaluation. While a synthesis and evaluation of student comments may be helpful, avoid including pages of verbatim comments. External letters are not solicited or used in preliminary reviews.

- 3. Departmental P&T committee vote:** Please record the review committee vote regarding contract renewal.

Yes _____ # No _____ # Abstain _____ # Absent _____ # On Leave _____

DEPARTMENT CHAIR RECOMMENDATION

- 1. Department Chair's Statement:** The Chair's statement should not merely advocate for a particular position. Instead, it should provide a summary of the Chair's critical analysis and weighting of the evidence for and against contract renewal, clearly articulating the rationale and thought process behind the Chair's recommendation.
- 2. Department Chair's Recommendation Regarding Contract Renewal:**
Yes _____ No _____
- 3. Department Chair's Draft Letter to the Candidate:** The Chair's letter to the candidate should provide clear and constructive feedback about accomplishments, set forth expectations toward meeting the standard for subsequent promotion and tenure, and clearly identify areas where performance improvement is needed.

Do not send this letter to the candidate until the Dean has reviewed the dossier and discussed it with the Chair. When the chair submits the review materials to the Dean, the chair should send a note to the candidate informing them of whether the department is sending forward a recommendation for contract renewal or non-renewal.