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).

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)

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) or Megan Pearson (meganmp@iastate.edu). They will grant you access to CyBox Folder (Sample P&T Dossiers) for two hours. No copying, downloading or screenshotting allowed.