

**Date:** June 11, 2020  
**To:** Deans/Associate Deans  
**From:** Dawn Bratsch-Prince, Associate Provost  
**RE:** P&T Dossier Submission Process and Materials for 2020-2021

As we prepare for the 2020-2021 promotion and tenure review cycle, I am writing with a reminder of our standard process and some updates.

We are using the electronic submission process via CyBox for P&T dossier transmission from the college to the Office of the Senior Vice President and Provost. Dossiers should be prepared using the five-tab system described in the [ISU guidelines for promotion and tenure review](#) available on our [Faculty Advancement and Review website](#). The standardized, college-level Tab 2 templates that you have implemented greatly benefit the faculty preparing for review and I thank you for your continuing efforts in this regard.

Attached to this document is our guide to [Best Practices for P&T](#) which is also available online. I ask you to share this with your department chairs and departmental and college P&T review committees. Please note that all of our P&T documents (e.g., checklist, cover sheet, process guidelines, best practices) have a new look. They have been reviewed and updated in format, and repetitious content eliminated. There have been no changes in process or criteria.

We will be rolling out the required training for college P&T committees later this summer in anticipation of their work during fall semester. More information will be forthcoming on the training schedule and materials.

All promotion and tenure dossiers must be submitted electronically by the colleges to the Office of the Senior Vice President and Provost on or before **Thursday January 14, 2021.**

Dossier preparation must follow these guidelines:

1. Electronic P&T review materials shall be submitted as one PDF file labeled:  
LAST NAME\_FIRST NAME\_P&T2021
2. Please organize materials in a single pdf file and with sections bookmarked in the following order:
  - a. University P&T checklist
  - b. Coversheet

- c. Tab 1 materials:
  - i. Factual Summary Sheet
  - ii. PRS
  - iii. Vita
- d. Tab 2 materials:
  - i. faculty member's portfolio summary (25-page maximum)
- e. Tab 3 materials:
  - i. department evaluation with recommendation indicated
  - ii. department chair's evaluation with recommendation indicated
- f. Tab 4 materials:
  - i. college P&T committee evaluation and recommendation
  - ii. college dean's evaluation and recommendation
- g. Tab 5 materials:
  - i. description of external evaluator selection process
  - ii. copy of letter sent to to external evaluators
  - iii. log of external evaluators (use university template)
  - iv. brief biographical sketch of each evaluator (no more than one page per evaluator)
  - v. each external letter

We ask that you convert all Word documents directly to pdf format. External letters may require scanning.

#### COLLEGE SUBMISSION PROCESS

I ask each dean to identify at least one individual in the college office (e.g., dean's administrative assistant or HR Partner) who will have access to upload the college dossiers. Please forward the name/s of your designee to Megan Peterson at [meganmp@iastate.edu](mailto:meganmp@iastate.edu). Each designee will upload their college files to the CyBox folder labeled "P&T Dossiers 2021 - College of ...". The college designee will retain access to the uploaded files until the end of the day January 14, 2021 at which point they will become read only.

Questions regarding the dossier submission process should be directed to Megan Peterson ([meganmp@iastate.edu](mailto:meganmp@iastate.edu), 294-6410). Other questions may be directed to Associate Provost Dawn Bratsch-Prince ([deprince@iastate.edu](mailto:deprince@iastate.edu), 294-6410) or Brenda Behling, Director of Academic Policy and Personnel ([bkbehli@iastate.edu](mailto:bkbehli@iastate.edu), 294-8236).

cc: Lori Coniconde and Jessica Stolee, Senior HR Partners for the Academic Division  
 HR Partners for the Academic Division  
 Brenda Behling, Director of Academic Policy & Personnel  
 Tera Jordan, Assistant Provost for Faculty Development