**Report of the Departmental Consulting Group (DCG)**

**Meeting date**:

**Present**:

**Absent**:

**DCG approval of factual record**

The Departmental Consulting Group (DCG) met on [DATE] and voted by secret ballot on Professor XXXX’s promotion to clinical associate professor. There were \_\_\_ DCG members eligible to vote. The results were:

 Number voting to grant promotion: \_\_\_\_\_\_

 Number voting to deny promotion: \_\_\_\_\_\_

The Departmental Consulting Group (DCG) members agreed that the factual record formulated and approved by the Promotion Committee, with several clarifications by Professor XXXX, was an accurate reflection of Professor XXXX’s professional academic record. The DCG discussion below considered the factual record, Professor XXXX’s dossier contents and any updates, and [number] external review letters that were available as of the DCG meeting.

**DCG discussion of Professor XXXX’s teaching record**

**Clinical teaching and/or clinical supervision and/or clinical direction**

The P&T report accurately describes Professor XXXX’s teaching record.

1-2 Sentences summarizing the clinical teaching and/or clinical supervision and/or clinical direction record.

**Student mentoring**

The promotion report accurately describes Professor XXXX’s mentoring of students.

1-2 Sentences summarizing the student mentoring record.

**DCG discussion of Professor XXXX’s record of professional productivity**

**Curriculum and Program Development**

The promotion report accurately describes Professor XXXX’s record of curriculum and program development.

A few sentences summarizing the record of curriculum and program development.

**Presentations**

The promotion report accurately describes Professor XXXX’s record of presentations.

A few sentences summarizing the record of invited and contributed presentations and conference seminars.

**Clinical Workshops Offered for Professional Practitioners**

The promotion report accurately describes Professor XXXX’s record of clinical workshops offered for professional practitioners.

A few sentences summarizing the record of clinical workshops offered for professional practitioners.

**Professional Consultation**

The promotion report accurately describes Professor XXXX’s record of professional consultation.

A few sentences summarizing the record of professional consultation.

**Outreach Activities to Service Organizations and Civic Groups**

The promotion report accurately describes Professor XXXX’s record of outreach activities to service organizations and civic groups.

A few sentences summarizing the record of outreach activities to service organizations and civic groups.

**Contributions to Professional Organizations through Membership on Committees and Office-Holding**

The promotion report accurately describes Professor XXXX's contributions to professional organizations through membership on committees and office-holding.

A few sentences summarizing the record of contributions to professional organizations through membership on committees and office-holding.

**Publications**

The promotion report accurately describes Professor XXXX's publication record.

A few sentences summarizing the publication record.

**Other Forms of Professional Productivity**

The promotion report accurately describes Professor XXXX's other forms of professional productivity.

A few sentences summarizing other forms of professional productivity.

**External reviewer evaluations**

A paragraph or two summarizing key themes of the external letters drawing out quotes from the letters to amplify the main arguments for or against promotion. This section should also directly address any critical or negative comments in the letters with an explanation of whether the DCG agrees with those concerns and what evidence they would use to refute those concerns.

**DCG discussion of Professor XXXX’s service record**

The P&T report accurately describes Professor XXXX’s service record.

A few sentences about the strengths and weaknesses of the service record

**DCG discussion of Professor XXXX’s compliance with Collegiate Promotion criteria (Replace with Departmental criteria, if applicable)**

**1) What is the evidence that Professor XXXX holds the doctorate or other terminal master’s degree in the discipline?**

**2) What is the evidence that Professor XXXX has current certification and/or licensure as specified by the department of appointment?**

**3) What is the evidence that Professor XXXX has an established record of sustained success in clinical or other professional practice?**

**4) What is the evidence that Professor XXXX has an established record of sustained success in teaching and/or in clinical supervision at the undergraduate and/or the graduate levels and/or in clinic direction (as appropriate to the position description)?**

**5) What is the evidence that Professor XXXX has an established record of success in professional productivity and (where appropriate to the position description) direction of clinical activities in ways that contribute to and sustain departmental research programs?**

**6) What is the evidence that Professor XXXX has an established record of effective participation in departmental service (including, but not limited to, clinical service) and in service to state, regional, and/or national professional organizations and, where specified by the department, in professional service in the community?**