**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 and tenure. There were \_\_\_ DCG members eligible to vote. The results were:

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

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

The DCG members agreed that the factual record formulated and approved by the Promotion and Tenure (P&T) 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**

**Classroom teaching**

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

Discussion of the strengths and weaknesses of the classroom teaching record.

**Student and postdoctoral mentoring**

The P&T report accurately describes Professor XXXX’s mentoring of students.

1-2 Sentences summarizing the student and postdoc mentoring record.

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

**Publications**

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

A few sentences summarizing the strengths and weaknesses of the publication record.

**Funding**

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

A few sentences summarizing the strengths and weaknesses of the funding record.

**Presentations**

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

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

**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 P & T criteria (Replace with** [**Departmental criteria**](https://clas.uiowa.edu/faculty/faculty-appointments-review-criteria-faculty-rank)**, if applicable)**

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

**2) What is the evidence that Professor XXXX has an acknowledged record of success in undergraduate and graduate teaching, including successful direction of doctoral and/or master's candidates, as applicable?**

**3) What is the evidence that Professor XXXX has achieved national recognition for a productive program of research, scholarship, or creative work, supported by substantial, significant publication (or the equivalent) of high quality?**

**4) What is the evidence that Professor XXXX has participated in the professional activities of the discipline, in ways other than teaching and research?**

**5) What is the evidence that Professor XXXX has established an appropriate record of departmental service?**