**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 case. 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 all agreed that the factual record formulated and approved by the Departmental 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.

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

**Classroom teaching**

The promotion report accurately describes Professor XXXX’s teaching record.

1-2 Sentences summarizing the classroom teaching 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.

**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

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

The promotion 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**

**1) What is the evidence that Professor XXXX holds the doctorate or terminal master’s degree in a related discipline or equivalent combination of education and experience?**

**2) What is the evidence that Professor XXXX has an established record of sustained success and excellence in teaching, including, if applicable, development of new approaches to teaching?**

**3) What is the evidence that Professor XXXX has achieved unmistakable recognition for professional contributions?**

**4) What is the evidence that Professor XXXX has a substantial and sustained record of effective participation in service to the department and where appropriate to the College, the institution, or profession?**