

**PROMOTION AND TENURE DATA PACKAGE  
INSTRUCTIONS FOR FACULTY**

**I. BIOGRAPHY** – Complete Section I of the attached Promotion and Tenure Data Package

**II. TEACHING**

**1. LIST OF COURSES**

Include the numbers and titles for all courses you have taught pertinent to the evaluation/application. If not taught at Tarleton, so specify.

**2. SUMMARY OF STUDENT EVALUATIONS:** (Attach the computer summary sheet for each section of each course you have taught during the Fall semesters of the last three years. You may choose to include student evaluations for other semesters.)

Summarize the scores achieved on the student evaluations. This summary may include explanations for scores if you do not believe the scores are truly representative. Special conditions may warrant inclusion of earlier student evaluation data, if desired.

**Example: Student Evaluation item 2, "Instructor used class time productively." Students ranked me in the top 25%. I believe my ratings would have been higher, but the evaluation covered time for which classes were cancelled because of inclement weather and could not be made up.**

If you have conducted self assessments of some of the classes you have taught, provide a summary of those assessments.

**3. GRADE DISTRIBUTIONS**

Provide grade distribution in all classes for which student evaluations were provided in #2 (above). Indicate the number and percent in each grade category, using the following example format:

Course Name/ Course Number Date	FREQUENCY OF GRADE AND PERCENT									
	A	B	C	D	F	K	WF	W	S	U
College Algebra/ MATH 107 Fall 2004	7	10	15	8	5	1	4			
	4%	20%	30%	16%	10%	2%	8%			
Internship/ AS&D 483 Fall 2005							2		17	1
							10%		85%	5%

**4. CURRICULUM**

a. New courses or curricula developed

Identify those courses that you have had primary responsibility for developing. Indicate the date implemented.

- b. New programs developed  
Specify any contributions you have made to new programs in your discipline. Indicate date adopted.

**Example: I was responsible for developing the reading program in the Curriculum and Instruction Department. This included establishing the content and sequence of all core reading courses. (Fall 2004)**

## 5. TEACHING TECHNIQUES AND MATERIALS

Specify alternative teaching techniques successfully implemented or original teaching materials developed. Identify date and extent of adoption here and elsewhere.

**Example: I have developed a series of videotaped vignettes that supplement my lectures by providing role-played situations which are evaluated in class by the students. These have been adopted by several of my colleagues at Tarleton and are also being used at Harvard.**

**Example: I have integrated guided practice components into each of my courses.**

**Example: I have written a supplementary laboratory manual that is being used department-wide in introductory sections of BIOL 1234.**

## 6. RECOGNITIONS FOR TEACHING

Include any commendations or special awards specifically for teaching excellence. Give date of award and name of organization conferring the award. (Awards for research or other areas are to be included elsewhere.)

## 7. IMPROVEMENT OF TEACHING

List attendance at workshops specifically dealing with pedagogy, peer evaluation of your classroom performance, adjustments based on formal student evaluations, etc.

**Example: In the last three years, I have attended the conference of the National Council for Teachers of Mathematics.**

**Example: Peer observation panels have formally observed at least two of my classes each semester for the last two years.**

**Example: I have altered my exam procedure in response to student evaluations, and the average rating I have received on this component of the student evaluation scale has risen two points.**

## 8. OTHER

Under this heading, you may describe night, graduate, off-campus courses, and online courses you have taught and the supervision of student teachers or interns. Teaching

overloads may be included, and other elements of teaching that you have not described above.

### III. SCHOLARLY AND CREATIVE CONTRIBUTIONS

Scholarly/creative contributions listed in this section include those publications, presentations, and creative contributions that were subject to review by professionals in the candidate's field. Activities such as voluntary or invited speeches or performances before community and area groups (civic groups, clubs, etc.) and nonscholarly publications should not be included here, but rather in the appropriate SERVICE or TEACHING subcategories.

#### 1. PUBLICATIONS

Do not attach copies to the data package. One copy of each publication listed should be provided to the department head, and these copies will be forwarded in turn to the chairs of the College and Administrative Review Committees.

##### a. Books

List titles and publication data (include co-authors, publisher, date, and pages). Brief comments on the significance of the publication are appropriate.

##### b. Refereed Articles

List title, co-authors, name of journal, pages, date, level (national, regional, state, or other), acceptance rate of journal (if available from publisher), and referee procedure for acceptance of articles by the journal.

**Example: M. Jones, "Time in the Ancient World," The American Historical Review, (March 2003), pp. 345-372. This journal is the national publication of the American Historical Association. The publisher indicated that last year's acceptance rate for the journal was 5% of articles submitted. Acceptance requires approval (by blind review) of three referees generally recognized as experts in their specialty.**

##### c. Other Scholarly Publications

List book reviews, poems, essays, chapters of books, published musical compositions, plays, etc., and briefly describe the acceptance standards of the publication in which the work appears.

#### 2. CREATIVE PRODUCTIONS

List recitals, concerts, art shows, etc., which were above and beyond your department's expectations or requirements for performance in scope and/or number. Reviews should be attached. (If not available, "review not available" should be specified.)

**Example: Guest violin soloist with the Arlington Community Symphony for their 2005 summer presentation of Vivaldi's "The Four Seasons." Reviews from Dallas and Fort Worth newspapers are attached.**

### 3. SCHOLARLY PRESENTATIONS

List presentations and describe, including the name and scope of conference (state, national, etc.), method of acceptance for presentations, and type of presentation (major paper, group discussant, poster session, etc.).

**Example: A paper titled, "The Adverse Effects of Lithium Chemotherapy on Childhood Behavioral Disorders" was presented at the American Association of Pharmacists Conference in May 2002. This topic was submitted for competitive review to a panel of experts. The same paper was selected for a poster session at the May 2004 conference of the American Psychological Association.**

### 4. RESEARCH EFFORTS

List funded and unfunded research studies actually completed. Specify topic, source of funding, amount of support, and significance of outcomes. List proposals submitted but not funded. Indicate the state of research in progress. Explain student involvement, if applicable.

### 5. RECOGNITIONS FOR SCHOLARLY AND CREATIVE ACTIVITIES

List any awards or recognitions that you have received for scholarly and creative activities. Include the organization or institution that bestowed the award.

### 6. OTHER SCHOLARLY AND CREATIVE ACTIVITIES

Describe any scholarly and creative activities that are related to your discipline and that you have not included in the preceding sections.

## IV. SERVICE

### 1. UNIVERSITY SERVICE

#### a. University-level Standing Committees and Select Committees (Task Forces)

List standing committees (Faculty Senate, Library, etc.), select committees, and task forces (University Self-Study, Gender Equity Task Force, etc.) on which you have served within the last five years. Include current committees. Indicate dates of service and responsibilities, such as chair, subcommittee chair, special contributions, etc.

#### b. College and Departmental Committees and Task Forces

List school and department committees and task forces on which you have served within the last five years. Include current assignments. Indicate the dates of service and special responsibilities and/or contributions.

#### c. Other University Service

This category is designed to recognize other university-related service activities which are not included in earlier sections. Examples might include serving as

sponsor of student organizations and performing special administrative duties within the department.

d. Academic Advisement

Indicate the programs or groups of students within your department that you are responsible for advising. Describe your duties and place in order of importance, i.e., class scheduling, educational and career planning, dealing with academic problems, writing recommendations, etc. Indicate what percentage of your time is spent advising. Include the average number of students you will see each semester and the average frequency of their visits.

2. PROFESSIONAL SERVICE

a. Membership in Professional Organizations

List organizations in which you are currently a member. Group according to level of organization (national, state, etc.). Specify responsibilities including offices, committee chairs, or other involvement.

b. Other Professional Service

List other activities through which you have served your profession, such as editorship of a journal, program chair for a conference, critic or moderator at a scholarly session, referee for scholarly articles or presentations, etc.

3. PUBLIC SERVICE

a. Civic Involvement

List and describe your involvement in civic activities including service clubs, voluntary organizations and activities, etc.

b. Other Public Service

Describe activities other than those mentioned above which contribute to public welfare, e.g., consultation, continuing education, etc.

4. RECOGNITIONS FOR SERVICE

List special commendations and awards for performance in the service area.

**DATA PACKAGE FOR PROMOTION/TENURE RECOMMENDATION**  
 [To be completed by faculty member]

<b>I. BIOGRAPHICAL DATA</b>			
Name		Department	Date
Date of appointment at Tarleton State University			
Current rank		Years in rank	
Academic Training (List highest degree first)			
Degree	College or University	Dates of Attendance	Degree Date
Teaching or Related Experience (List in reverse chronological order)			
Employer	Title	Dates	Brief description of duties
Title and Date of Master's Thesis			
Title and Date of Doctoral Dissertation			
<b>II. TEACHING</b>			
1. LIST OF COURSES TAUGHT			

2. SUMMARY OF STUDENT EVALUATIONS

3. GRADE DISTRIBUTIONS

4. CURRICULUM

a. New courses or curricula developed

b. New programs developed

5. TEACHING TECHNIQUES AND MATERIALS

6. RECOGNITIONS FOR TEACHING

7. IMPROVEMENT OF TEACHING

8. OTHER

III. SCHOLARLY AND CREATIVE CONTRIBUTIONS

1. PUBLICATIONS

a. Books

b. Articles

c. <u>Other scholarly publications</u>
2. CREATIVE PRODUCTIONS
3. SCHOLARLY PRESENTATIONS
4. RESEARCH EFFORTS

5. RECOGNITIONS FOR SCHOLARLY AND CREATIVE CONTRIBUTIONS

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6. OTHER SCHOLARLY AND CREATIVE ACTIVITIES

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IV. SERVICE

1. UNIVERSITY SERVICE

a. University-level standing committees

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b. <u>University-level select committees (task forces)</u>
c. <u>College and departmental committees and task forces</u>
d. <u>Other University service</u>
e. <u>Academic advisement</u>

2. PROFESSIONAL SERVICE

a. Membership in professional organizations

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b. Other professional service

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3. PUBLIC SERVICE

a. Civic involvement

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b. Other public service

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4. RECOGNITIONS FOR SERVICE

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## EVALUATION WORKSHEET

*This "Worksheet" is for use by academic department heads and members of college review committees when evaluating the performance of candidates for promotion and tenure. Department heads attach a completed sheet to the candidate's dossier (data package) and forward to the dean for review by the college review committee. Committee members review the completed dossier and department head worksheet and then complete a worksheet on each candidate for the committee's deliberations. Following the committee vote, the dean submits to the provost, each candidate's submitted dossier, department head worksheet, committee members' worksheets and a separate memorandum summarizing the dean's recommendation. For more information on the evaluation of teaching, scholarship/creative activity and service please refer to **Chapter IV, Faculty Handbook**.*

**Instructions:** Following review of the criteria for promotion and tenure outlined in *Chapter IV* of the *Handbook*, the candidate's completed dossier and department head worksheet, please provide your assessment of the degree to which the candidate's performance appears to ***meet or exceed the expectation of the candidate's department and college peers*** and submit an unsigned copy of the completed worksheet to the dean. The committee members' worksheets, the candidate's dossier and department head worksheet will be distributed by the dean to committee members for review and discussion prior to the committee vote.

**Note: Evaluation of the candidate's OVERALL performance in teaching, scholarship/creative activity, and service is required. Evaluation in the sub-categories within each category as well as the provision of written comments, are optional. In each case, you are indicating the extent to which you believe the candidate's performance MEETS OR EXCEEDS THE EXPECTATIONS OF THE CANDIDATE'S DEPARTMENT AND COLLEGE PEERS.**

Candidate's Name \_\_\_\_\_ Current Rank \_\_\_\_\_  
 Applying for Promotion to \_\_\_\_\_ For Tenure (yes/no) \_\_\_\_\_  
 Date this Evaluation Completed \_\_\_\_\_

**Circle One:** completed by Department Head (or) College Review Committee member

Categories	Meets or Exceeds Expectations?			Comments (Use Back of Page if Additional Space Needed)
	Yes	No	Uncertain	
<b>I. TEACHING:</b>				
Overall Evaluation (Required)				
(Optional):				
Classroom Presentation				
Quality of Course Syllabi				
Command of Subject				
Exams and Evaluation of Students				
Improvement of Teaching				
Assistance Outside of Class				

<b>II. SCHOLARSHIP &amp; CREATIVE ACTIVITY:</b>				
Overall Evaluation (Required)				
(Optional):				
Publications/Productions				
Research/Scholarly/ Creative Activity				
Presentations				

<b>III. Service:</b>				
Overall Evaluation (Required)				
(Optional):				
To University				
To Profession				
To Public				