

PROMOTION, TENURE, AND PRE-TENURE REVIEW DATA FILE CONTENTS

1. Annual Evaluations: By year, from earliest to most recent, annual evaluation/ reappointment letters from (a) departmental committee (if applicable) (b) department chair (c) dean

2. Current curriculum vitae (See Appendix 1 for format)

3. Teaching effectiveness (include materials only for the period under review)

(A) Overview of accomplishments and innovations in teaching (two pages maximum)

(B) List of courses taught by semester, from earliest to most recent, including course numbers, names, and enrollments

(C) Student opinion surveys as printed from university system, from earliest to most recent, including both quantitative scores and student comments

(D) Grade distribution reports, from earliest to most recent

(E) Portfolio review letters

(F) Lists of dissertation and thesis committees on which the faculty member has served, dissertation committees first, with committees for students who have already defended in boldface and committees that the faculty member chaired marked by a *

(G) Other materials related to teaching effectiveness (e.g., letters from students, class observation reports)

4. Research/scholarship/creative activities (include materials only for the period under review; place PDFs of publications in the indicated folders/subfolders on your CD)

(A) Overview of accomplishments in research/scholarship/creative activities (two pages maximum)

(B) List of publications (following format from curriculum vitae)

(i) Authored books

(ii) Edited books

(iii) Journal articles and chapters in scholarly edited collections

(iv) Other publications (e.g., scientific monographs, published abstracts, technical reports, book reviews, encyclopedia entries)

(C) Grants and contracts awarded: For each listing include the funding agency, project description, faculty member's role, total amount of award, amount of award to faculty member

(D) Creative works: For each listing include a description of the work and include outside evaluations, if available

(E) Other materials related to research/scholarship/creative activities (e.g., published reviews of work)

5. Service (include materials only for the period under review)

(A) Overview of accomplishments in service (one page maximum)

(B) Department/college/university service

(C) Professional service

(D) Community engagement

(E) Other materials related to service

N.B. On your CD, you should have a folder corresponding to each of the sections numbered 1-5, a subfolder nested within those directories for each section labelled (A), (B), etc., and a sub-subfolder for each section labelled (i), (ii), etc. **Do not** submit one long PDF containing all of your information.