

LAS Preliminary Review Dossier Template for 2011-2012

General Instructions

Please number all pages of the dossier consecutively, beginning with the first page of Tab 1 as page 1. Do not staple the dossier or place it in a binder; simply clip the tabs together with a spring clip.

Organization and responsibility of sections:

- Tabs 1 & 2 are the responsibility of the candidate in consultation with his/her mentor (or some senior member of the faculty). The candidate should review and approve these sections for factual accuracy.
- Tab 3 includes two sections. The first section is written by the P&T Committee, independent of the candidate. The second section is the Chair's recommendation.

Once the dossier is completed, Tabs 1 & 2 will continue to be available to the candidate; the remainder of the dossier may be shared (in accordance with the department's governance document).

Time Line for Review Actions

<i>Deadline</i>	<i>Action</i>
Prior to April 15	Department conducts preliminary review of candidate according to department, college, and university policy, and communicates the departmental and chair's recommendations to the candidate.
April 15	Departmental recommendation, chair's recommendation, and complete dossier are submitted to the Dean.
May 5	Dean communicates decision to chair.
May 15	Department chair communicates outcome of review to candidate, per Section X of this document, copying Dean.
June 1	Required materials are forwarded to the Provost, per Section XI.

Note. College policies and procedures governing preliminary reviews are detailed in the document titled "College of Liberal Arts and Sciences Policy on the Appointment and Preliminary Evaluation of Tenure-Eligible (Probationary) Faculty." This document is available on the college's web site or upon request.

TAB 1 Background Information

The candidate may prepare this section. If prepared by someone else, Tab 1 should be reviewed by the candidate for factual accuracy.

- 1.1. Candidate’s Name:
- 1.2. Department of Principal Appointment:
- 1.3. Secondary Appointments (departments or programs):
- 1.4. Dates of initial probationary contract:
Beginning date of appointment:
Scheduled end date of appointment if not renewed:
- 1.5. Did the candidate receive an official extension of the initial probationary term?
No _____ Yes _____ Length of extension _____
(The chair’s letter should include details and documentation)

- 1.6. Degrees Held (beginning with most recent degree) in tabular form:

<u>Degree</u>	<u>Institution</u>	<u>Date</u>	<u>Field/Discipline</u>
---------------	--------------------	-------------	-------------------------

- 1.7. Previous Professional Experience in tabular form:

<u>Institution</u>	<u>Title</u>	<u>Dates</u>
--------------------	--------------	--------------

- 1.8. Quantitative Summary of Productivity at ISU:
 - (A) a. Average credit hours taught per year since initial appointment or since last promotion _____
 - b. Courses taught at ISU (list course numbers): _____
 - _____
 - (B) Graduate Advising at ISU since initial appointment (complete the following table)

<u>Graduate Advising Since</u>		
<u>Initial Appointment</u>		
	<u>Ph.D. Students</u>	<u>M.S./M.A. Students</u>
Major Professor	_____	_____
Committee Member Only	_____	_____
Total	_____	_____

(C) Number of publications **based on work substantially done at ISU since initial appointment** (this would include books and other major works based on dissertations that are written at ISU). Prior work would be included **only** in cases where **formal** time on the tenure clock was granted and documented on the Letter of Intent:

- | | |
|--------------------------------|--|
| a. Authored Books _____ | g. Refereed Journal Articles _____ |
| b. Authored Textbooks _____ | h. Non-Refereed Journal Articles _____ |
| c. Edited Books _____ | i. Refereed Proceedings
from Major Conferences _____ |
| d. Book Chapters _____ | j. Refereed Presentations
at Major Conferences _____ |
| e. Encyclopedia Entries _____ | k. Invited Presentations at Major
Conferences or Institutions _____ |
| f. Juried exhibits/shows _____ | |
| l. Other (specify) _____ | |

1.9. Work Assignment

A) Does the individual have any assignments beyond those expected of a regular faculty member in the department?

Yes ____ No ____

If yes, they are/were _____

1.10. Position Responsibility Statement (please include)

1.11. Curriculum Vitae (please include). Your CV should be organized in the same categories as outlined in 1.8.C. (above).

TAB 2 Documentation of Candidate’s Performance in Scholarship and Position Responsibilities

(Please be as concise as possible. This section must not exceed 10-pages)

2.1. Performance in Position Responsibilities (note that performance in research/creative position responsibilities is addressed under scholarship in section 2.2)

A. Performance in Teaching Position Responsibilities (if applicable)

1. Please provide a short (no more than one page) statement of your approach toward teaching and classroom instruction.
2. List courses taught at ISU since appointment (tabular format, beginning with most recent), including course number & title, semester/year when taught, enrollment, and percent of course for which you were responsible.

Semester and Year	Course #	Course title	Enrollment	Percent of course for which responsible
-------------------	----------	--------------	------------	---

3. Summarize results of student evaluations for all courses in the last five years on the two standard questions. **Please note that all departments should now be using the following 5-point scale for instructor evaluations: 1 = very poor, 2 = poor, 3 = satisfactory, 4 = good, and 5 = very good. If this scale was reversed during prior years in your department, please convert scores to the specified format for this table (contact our office if you have questions).**

Information for each course should be presented in tabular format using the following headings:

Semester and Year	Course #	Total Enrollment	% of Students Responding	Overall Rating of Instructor	Department Mean for Comparable Courses	Overall Rating of Course	Department Mean for Comparable Courses
-------------------	----------	------------------	--------------------------	------------------------------	--	--------------------------	--

4. Course and curriculum development activity.

Summarize contributions to course and curriculum development.

5. Undergraduate Advising. (Describe the general departmental practice for undergraduate advising.)

a. Average number of advisees per year since appointment _____.

6. Graduate Advising: (Describe the general departmental practice toward graduate advising.)

a. M.S./M.A. Program of Study Committees (since appointment or last promotion)

1. In progress:
 - Chair/major professor (list names of students)
 - Member of committee (list names of students)
2. Completed:
 - Chair/major professor (list names of students)
 - Member of committee (list names of students)

b. Ph.D. Program of Study Committees (since appointment or last promotion)

1. In progress:
 - Chair/major professor (list names of students)
 - Member of committee (list names of students)
2. Completed:
 - Chair/major professor (list names of students)
 - Member of committee (list names of students)

7. Honors and awards for the candidate's teaching

B. Performance in Extension/Professional Practice Position Responsibilities (if applicable)

Provide a summary of extension and/or professional practice activities since the initial appointment at ISU, as well as information on quality and impact. Examples of these activities include teaching extension courses; preparing informational and instructional materials; conducting workshops and conferences; consulting with public and private groups; acquiring, organizing, and interpreting information resources; engaging in clinical and diagnostic practice; and participating in activities that involve professional expertise for appropriate technical and professional associations. These activities may be local, regional, national, or international in scope.

C. Institutional Service

While service contributions cannot be the sole basis for a promotion and/or tenure recommendation, every faculty member is expected to be involved in institutional service. Institutional service may include committee service at the department, college, or university levels. It may also include international assignments on ISU projects that were not included in the extension or professional service category. Please list committee memberships and/or chairships since the initial appointment and comment on the quality of contributions to those groups.

2.2 Performance in Scholarship

Scholarship may occur in the areas of teaching, research/creative activities, and/or extension/professional practice. Although the nature and evidence of scholarship varies somewhat across these scholarly domains and across departments in the college, there are at least three common features of all types of scholarship. A critical feature of all scholarship is that it produces products, often referred to as intellectual property, that are shared with appropriate audiences (e.g., as a journal article, book chapter, book, exhibit,

software program, musical score, professional presentation, etc.). A second important feature of all scholarship is that it is subject to “peer review,” a critical evaluation of the product by those qualified to judge it. Finally, scholarship demonstrates a solid foundation in one’s field and original contributions to that field.

- A. Please address the significance of your scholarship, comment on the quality and impact of your work, and clarify your role in work that was done collaboratively with others. This description should address scholarship based on work substantially done at ISU (including books and other major works based on the dissertation and written at ISU) in any applicable scholarly domain (teaching, research/creative activity, and/or extension/professional practice). Prior work would be included only in cases where formal time on the tenure clock was granted and documented on the Letter of Intent. Please remember that a copy of your curriculum vitae is included in Tab 1, so this section is primarily for providing an analysis of your work, its importance and impact, and your role in collaborative activities. Please limit your description to three pages.
- B. Please provide a summary of your work in progress and your plans for future scholarly activity.

TAB 3 Department Recommendations

Part 1: Departmental Recommendation and Report

This section begins with a description of the preliminary review process in the department. This should be followed by the department's evaluative synthesis of the candidate's performance in position responsibilities and scholarship. The evaluation of scholarship may include separate analyses of teaching scholarship, research/creative scholarship, and extension/professional practice scholarship, if applicable. Alternatively, and in keeping with the spirit of the University P&T document, the department's analysis of the candidate's scholarship may be combined into a single statement. When a faculty member is formally associated with another department or program, that department/program must be involved in the evaluation process consistent with LAS and university guidelines.

- 3.1. Description of the preliminary review process in the department. This summary briefly explains (1) selection of faculty members for review, (2) selection of faculty members to serve on the review committee, (3) voting eligibility, and (4) the department chair's role in the departmental review process.
- 3.2. Assessment of performance in position responsibilities in teaching/advising and/or extension/professional practice, as applicable, and institutional service. (Note that research/creative activities are evaluated in Section 3.3.)

Drawing on the materials presented in Tab 2, the department is expected to analyze the candidate's performance in position responsibilities and, wherever possible, submit documentation to support the evaluation and place candidate's performance in a comparative framework. Evaluations should focus on the quality of performance as well as the quantity of work performed in each area.

When evaluating performance in teaching, student evaluations should be documented, compared to departmental norms, and factored into the evaluation. A synthesis and evaluation of student comments may be helpful, but do not include pages of verbatim student comments. Please also note that peer evaluation of teaching, including classroom observations in addition to the review of teaching materials, is an essential component in the evaluation of teaching.

- 3.3. Assessment of scholarship in research/creative activity, teaching, and/or extension/professional practice.

Drawing on the materials in Tab 2, the department is expected to evaluate the quantity, quality, impact, and trajectory of scholarship. At question is the candidate's ability to achieve excellence in scholarship by the time of the promotion and tenure review. Wherever possible, submit documentation to support the evaluation and place candidate's performance in a comparative framework. Evaluations should focus on the quality of

performance as well as the quantity of work performed in each area. **External referees are NOT solicited or used in preliminary reviews.**

3.4. Department Review Committee’s Vote (if applicable)

Please note that the policy prohibiting “multiple voting” permits each eligible faculty member to vote just once on any review case. Consequently, if the department review committee takes a committee vote and makes a recommendation to the eligible voting faculty, then the committee members may not participate in a vote of the eligible faculty. Alternatively, if the committee simply generates a critical synthesis of the points for and against contract renewal and submits the report to the eligible voting faculty without recommendation, then committee members are free to fully participate in the vote of the eligible faculty.

Please record the review committee vote regarding contract renewal or check “No Vote Taken.”

Yes _____ # No _____ # Abstain _____ # Absent _____

No Vote Taken _____

3.5. Vote Regarding Contract Renewal of Eligible Faculty (all tenured faculty in the department)

Yes _____ # No _____ # Abstain _____ # Absent _____

Part 2: Department Chair’s Recommendation

3.6a. Chair’s Recommendation Regarding Contract Renewal

Yes _____ No _____

3.6b. Chair’s Statement

The Chair’s statement should not simply be an advocacy letter for one position; rather, the statement should summarize the Chair’s critical analysis and weighting of the evidence for and against contract renewal in a manner that makes evident the thinking and rationale underlying the chair’s recommendation.