

## PROMOTION and/or TENURE REPORT

Candidate for promotion to:  
Candidate applying for tenure:

### I. BIOGRAPHICAL DATA

A. **Name** Data has been entered for you

**General Information: Personal and Contact Information**

B. **Academic Rank** Data has been entered for you

**General Information: Administrative data – Permanent Data**

C. **Date of Appointment to Current Rank** Data has been entered for you

**General Information: Administrative data – Permanent Data**

D. **Reverse chronology of academic appointments at all institutions of higher learning beginning with current academic appointment**

**General Information: Academic, Government, Military and Professional Positions**

*Note: Clinical positions should be listed as Professional*

E. **Education Credentials**

**General Information: Education**

*Note: Items in this field populate from General Information: Education for all types of education except for those set as degree type “Other”. Any item set to degree type “Other” will populate in I.G.*

F. **List Professional Designations/Licenses**

**General Information: Licensures and Certifications**

G. **List Other Credit Earning Higher Education Courses Completed**

**General Information: Education** with Degree type set to “Other”

H. **List Other Courses attended for professional development, including course title, date completed, organization/institution conducting course**

**General Information: Faculty Development Activities.** Select “Course Attended” for Activity Type

### II. NARRATIVES

A. **Teaching Narrative**

## Annual Goals/Narrative: Teaching Self-Evaluation Statement

*Notes: The instructions for this section are:*

- 1. The statement on teaching effectiveness should include what the candidate perceives as strengths and weaknesses in the classroom and in working with students. (2 pages max)*
- 2. Item 2 does NOT populate on the promotion and tenure report. Provide a short statement of your teaching philosophy and goals. Faculty may include this information in item 1 if they wish to do so.*

**For annual evaluation, please consult with your department chair to learn if they would like anything different than the above narratives.**

## B. Professional Development Narrative

### Annual Goals/Narrative: Professional Development Narrative

*Notes: The instructions for this section are:*

*The self-evaluation of research and professional activity should include a summary of research activities, a judgment as to the relative worth of the research, and an assessment of the quality of the journals in which papers have been published. Candidates should indicate the area or areas in which they have engaged in sustained research and professional activity. They should also indicate what their major and original contributions have been in these areas and what they hope to achieve in the future.*

**For annual evaluation, please consult with your department chair to learn if they would like anything different than the above narrative.**

## C. Service Self-Evaluation Statement

### Annual Goals/Narrative: Service Self-Evaluation Statement

*Notes: The instructions for this section are:*

*The self-evaluation of service activity should include a summary of the candidate's service to the department, college, university and the community. The candidate should indicate if the service is professional or non-professional, and if any offices are held. (2 pages max)*

**For annual evaluation, please consult with your department chair to learn if they would like anything different than the above narrative.**

## III. TEACHING

### A. Teaching Schedule

#### Teaching: Scheduled Teaching

*Notes: Data for regularly scheduled USA courses has been entered for you back to spring, 2010. This is updated after the end of each semester/academic year. Earlier courses must be manually entered. Additionally, any course where you are not listed as "primary instructor" will need to be manually entered*

*In this section, it is recommended that you upload all course evaluations for the past 5 years or since the date of hire or last promotion.*

*For syllabi, only upload those for newly developed or substantially revised courses. Do not upload all of your syllabi (they won't show up on the report!). Only upload those that are new courses or substantially revised courses.*

**For annual evaluation, faculty are asked to upload all course evaluations from Summer, Fall, and Spring.**

**B. Academic Advising Assignments/Activities**

**Teaching: Academic Advising**

**C. Supervision of Student Research, including thesis, dissertations, and independent research**

**Teaching: Directed Student Learning**

**D. Guest Lecturer/Presentations**

**Teaching: Non-credit instruction taught**

**E. Other appropriate indicators of teaching effectiveness applicable to your field**

**1. New courses or academic programs developed since last review**

**Teaching: Scheduled Teaching**

*Notes: The "Describe any pedagogical innovations that you introduced into this course" item populates here.*

**2. A list of course syllabi developed or substantially revised**

**Teaching: Scheduled Teaching**

*Notes: All uploaded syllabi populate here*

**3. A list of representative handouts, audio-visual materials, laboratory experiences/experiments and/or curricular materials developed**

a. Describe any new teaching material

**Teaching: Scheduled Teaching**

*Notes: The "Describe any new teaching material (e.g. cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented" item populates here.*

b. Representative Handouts or Supplementary Materials

**Teaching: Representative Teaching Materials**

*Note: Only one word or pdf file can be uploaded here. If you wish to share more than one handout or supplemental item, assemble them into one word or pdf document for upload.*

**4. Innovative teaching methods devised**

- a. Development of new course material

**Teaching: Scheduled Teaching**

*Notes: The “Describe development of new course material you did for this course” item populates here.*

- b. Development of new teaching methods

**Teaching: Scheduled Teaching**

*Notes: The “Describe development of new teaching methods you did for this course” item populates here.*

- c. Development of online courses

**Teaching: Scheduled Teaching**

*Notes: The “If this is/was an online class, describe development you did for this course” item populates here.*

- d. Teaching an online course for the first time

**Teaching: Scheduled Teaching**

*Notes: The “If this is/was the first time you taught an online course, please describe any curriculum development you did for this course.” item populates here.*

- e. Provide examples of audio-visual and/or online materials you have developed

**Teaching: Representative Teaching Materials**

*Note: Only one file can be uploaded here.*

- f. Provide examples of laboratory experience/experiments or studio experiences you have devised, revised, or utilized

**Teaching: Representative Teaching Materials**

*Note: Only one word or pdf file can be uploaded here. If you wish to share more than one laboratory item, assemble them into one word or pdf document for upload.*

5. **Summarize the results of student evaluations for all courses taught at USA, using both a narrative and graphs**

**Teaching: Representative Teaching Materials**

*Note: Only one word or pdf file can be uploaded here.*

#### **IV. RESEARCH/PROFESSIONAL DEVELOPMENT**

##### **A. Publications and Manuscripts**

**Scholarship, Research, and Creative Activities: Intellectual Contributions. Status selected as published or accepted will populate under IV.A.**

##### **B. Manuscripts submitted for publication**

**Scholarship, Research, and Creative Activities: Intellectual Contributions. Status selected as submitted or revising to resubmit will populate under IV.B.**

##### **C. Grant and Contract Awards/Submission**

###### **Grant**

###### **Funded**

**Scholarship, Research, and Creative Activities: Contracts, fellowships, grants, and sponsored Research**

###### **Currently under review**

**Scholarship, Research, and Creative Activities: Contracts, fellowships, grants, and sponsored Research**

###### **Completed but not yet submitted**

**Scholarship, Research, and Creative Activities: Contracts, fellowships, grants, and sponsored Research**

###### **Not funded**

**Scholarship, Research, and Creative Activities: Contracts, fellowships, grants, and sponsored Research**

##### **D. Research Activities**

**Scholarship, Research, and Creative Activities: Research Currently in Progress**

**E. Refereed Presentations**

**Scholarship, Research, and Creative Activities: Presentations**

**F. Non-Refereed Presentations**

**Scholarship, Research, and Creative Activities: Presentations**

**G. Concerts, recital, art shows, design displays, performances, productions, etc.**

**1. International**

**Scholarship, Research, and Creative Activities: Artistic and Professional Performances and Exhibits**

**2. National**

**Scholarship, Research, and Creative Activities: Artistic and Professional Performances and Exhibits**

**3. Regional**

**Scholarship, Research, and Creative Activities: Artistic and Professional Performances and Exhibits**

**4. State**

**Scholarship, Research, and Creative Activities: Artistic and Professional Performances and Exhibits**

**5. Local**

**Scholarship, Research, and Creative Activities: Artistic and Professional Performances and Exhibits**

**6. Unknown Scope**

**Scholarship, Research, and Creative Activities: Artistic and Professional Performances and Exhibits**

**H. Participation in professional organizations (e.g., offices held, sessions chaired, etc.), indicating national, regional, state, or local organization and dates of service**

**General Information: Professional Memberships**

**I. Activities as professional advisor, consultant, clinician, workshop leaders, editor, etc.**

**Service: Professional & Scholarship, Research, and Creative Activities: Editorial and Review Activities**

**J. Honors and awards earned for professional publications, performances, etc.**

**General Information: Awards and Honors**

**K. Participation in short courses, workshops, etc.**

**General Information: Faculty Development Activities**

**V. SERVICE**

**A. University Level Committees**

**Service: University**

**B. College**

**Service: College**

**C. Department**

**Service: Department**

**D. Extracurricular Activities**

**Service: Other**

**E. University-related community services that involve field of expertise**

**Service: Public, Non-Professional**