

Instructions for Tabs 1 and 2 of Promotion and Tenure Dossiers

College of Design, Iowa State University

Approved 22 March 2016 by the College of Design Faculty Development Council

Context

Iowa State uses a five-tab format for submission of materials throughout the promotion and tenure review process. These are:

Tab 1: Position Responsibility Statement (PRS) and VITA

Tab 2: Documentation of candidate's scholarship and performance

Tab 3: Department Evaluations

Tab 4: College Evaluation

Tab 5: External Letters

While supplementary materials may be sent to external reviewers and made available to departmental and college review committees, only the materials included in these five tabs are forwarded to the Senior Vice President and Provost.

Materials in Tabs 1 and 2 constitute part of the "factual record" which the candidate prepares and reviews before it is forwarded to the college and the SVPP (FH 5.2.4.2.6). Contents of Tabs 1 and 2 are:

Tab 1: PRS and VITA

1. Position Responsibilities

Include copies of both current PRS and any prior PRS statements operative during the period of review. Describe any changes in your PRS during this evaluation period or since your last promotion.

2. Vita

The vita is a listing of the candidate's faculty activities and accomplishments put together by the candidate. (See Faculty Handbook 5.3.1.1 for details on what to include.)

- The vita should be organized by standard categories and in reverse chronological order (most recent items listed first).
- When listing publications, candidate should include page numbers for all items in print.
- The candidate's role in any collaborations—whether teaching, grants, publications, or other activities—must be clearly explained.
- If listing graduate students, candidate should indicate graduation dates.

Tab 2: Promotion and Tenure Portfolio

Tab 2 – Promotion and Tenure Portfolio – comprises up to 25 pages in which candidates make their case for promotion. Tab 2 is the primary text used by external reviewers, departmental and college reviewers, and the Provost to review P&T cases. It is the primary means of demonstrating that the criteria for advancement, as defined in the ISU Faculty Handbook, the College of Design Governance Document, and one's departmental governance document, have been met.

Key elements are:

- Candidate Statement on Scholarship – the core of the 25 pages – where the case for national distinction is articulated.
- Summary of Accomplishments and Impacts.
- Sections on each area of one's PRS to establish effectiveness in the following order: Teaching, Research/Creative Activities, Extension/Professional Practice/Engagement, and Institutional Service.

Tab 2 need not repeat information included in the CV and should focus on work accomplished during this evaluation period or since one's last promotion. Faculty seeking promotion to full professor may include earlier work to provide context for their promotion case. Tab 2 must follow the outline below using the same titles and order. Italicized text is included for guidance and should not be include in the version submitted. Tab 2 must not exceed 25 pages in length including the "table of courses taught." The "table of courses taught" will be prepared and provided by staff in the college's Administrative Services Office. Questions about this table should be referred to the college's HR Liaison. Cover pages and table of contents are unnecessary and reduce the number of pages available for text. Please use 10 point or larger text and include page numbers.

Date:
Name:
Department:
Current Rank:

1. Candidate Statement on Scholarship

Provide a statement describing your scholarship which weaves together all of your areas of performance into a coherent narrative and highlights your most significant contributions to your field.

Section 5.2.2.2 of the ISU Faculty Handbook defines scholarship as encompassing research, creative activities, teaching, extension, and professional practice.

2. Summary of Accomplishments and Impacts

Summarize the most significant and impactful accomplishments in all areas of responsibility and describes the quality and audience of venues in which your work has been published, exhibited, presented, etc. Highlight works that best illustrate excellence in scholarship as well as any awards, honors, etc. received for this work.

3. Teaching

ISU Faculty Handbook Section 5.2.2.3 defines teaching including the scholarship of teaching and learning.

A. Responsibilities

Summarize your responsibilities for teaching, advising undergraduate students, and advising graduate students as defined in your PRS.

B. Teaching Philosophy

C. Accomplishments and Impacts

Describe the most impactful accomplishments in teaching and advising, e.g. textbooks authored, innovative teaching methods developed, assessment methods developed, courses developed, curriculum development work, advising undergraduate and graduate students, etc.

D. Student Assessment of Teaching Effectiveness

A table that includes all courses you taught during this review period with student ratings of teaching effectiveness will be prepared by college staff using the format shown below and provided to you as a PDF for inclusion in this Portfolio Summary. This table can be attached to the end of the Portfolio Summary but will be included in the 25-page count. For faculty seeking promotion to full professor, this table will include courses taught during the last seven years. Use this section to discuss any courses where instructor/course ratings are lower than departmental averages.

Term – most recent first	Course Number	Course Title	Enrollment	Number who Responded	Credits	Contact Hours	Instructor Overall Rating*	Dept. Average*	College Average*	Course Overall Rating*	Dept. Average*	College Average*

* 5 = excellent, 1 = very poor

E. Service

Describe leadership positions and/or service in professional societies, organizations, and events related to teaching.

F. Other Assessments of Teaching and Advising Effectiveness

Describe other external measures of teaching and advising effectiveness, e.g. peer evaluation of teaching, awards, honors, presentations on teaching methods, awards received by students for work completed under your supervision, etc.

4. Research/Creative Activities

ISU Faculty Handbook Section 5.2.2.4 defines Research/Creative Activities.

A. Area(s) of Focus

B. Accomplishments and Impacts

Describe in detail the most impactful accomplishment in research/creative activities along with importance of the peer-reviewed venues in which the work was published, presented, exhibited, etc. Report impact and citation metrics for publications, exhibitions, completed works, etc. when available. Describe sponsored funding supporting research/creative activities and the significance of the funding organization.

C. Service

Describe leadership positions and/or service in professional societies, journals, foundations, organizations, and events related to research/creative activities.

D. Other External Measures of Excellence and Impact

Describe other external measures of excellence and impact, e.g. awards, honors, patents, invitations to present/exhibit work, etc.

5. Extension/Professional Practice/Engagement

Include this section only if it is an element in your PRS.

ISU Faculty Handbook section 5.2.2.5 defines Extension/Professional Practice. In addition to this definition, the college also recognizes "engagement" as part of this area. Community Engagement as defined by Carnegie Foundation's Classification for Community Engagement is "collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity." Source: New England Resource Center for Higher Education, Community Engagement Classification (http://nerche.org/index.php?option=com_content&view=article&id=341&Itemid=618)

A. Area(s) of Responsibility

B. Accomplishments and Impacts

Describe in detail the most impactful accomplishment in extension/professional practice/engagement along with importance of the peer-reviewed venues in which the work was published, presented, exhibited, etc. Report impact and citation metrics for publications, exhibitions, completed works, etc. when available. Describe impact of the work on communities, organizations, the general public, etc. Describe sponsored funding/commissions supporting extension/professional practice/engagement and the significance of the funding organization.

C. Service

Describe leadership positions and/or service in professional societies, organizations, communities, governmental agencies, and events related to extension/professional practice/engagement.

D. Other External Measures of Excellence and Impact

Describe other external measures of excellence and impact, e.g. awards, honors, invitations to present/exhibit work, etc.

6. Administration

Included only if administration is a PRS element.

- A. Areas of Responsibility
- B. Accomplishments and Impacts
- C. Measures of Excellence and Impact

7. Institutional Service

ISU Faculty Handbook section 5.2.2.6 defines institutional service.

- A. **Institutional Service Accomplishments and Impacts**
Describe the most impactful accomplishments in institutional service including leadership roles on significant department/college/university councils/committees, search committees, accreditation preparation teams, etc.
- B. **Measures of Excellence and Impact**
Describe honors, awards, etc. received for service.