

College of Education and Professional Studies
Reappointment/Tenure/Promotion/Post Tenure Professional Record Coversheet

Candidate _____ Rank _____

Department _____ Years in Rank _____

Date of last CWU promotion _____ First quarter of tenure-track at CWU _____

This application is for: Reappointment Promotion only Promotion and Tenure
 Post-tenure Review

Your promotion and tenure materials must be in the following order in your dossier. Check off each item included. When you submit your dossier to the Department Chair, ask the Chair to sign at the bottom of this form. Make a copy of this form with the Department Chair's signature to retain for your files.

Your dossier is to be in two binders as noted in the following list. (Use color coded divider tabs. Do not use plastic sleeves.) **NOTE: Your Professional Record may be on a CD rather than in notebooks.**

Binder 1

- Tab 1. This coversheet
- Tab 2. Copy of original signed contract letter (letter of hire)
- Tab 3. Current vita
- Tab 4. Current Activities Report (Professional Service Record) for this review period
- Tab 5. Chair recommendation letter
- Tab 6. Department personnel committee recommendation letter
- Tab 7. Recommendation letters or ballots from individual faculty members
- Tab 8. Copies of recommendation letters from Chair, personnel committee, and Dean from all prior reviews
- Tab 9. Copies of Workload Plans and Annual Activities Reports from all prior years
- In pocket at the front of this binder, include a copy of the current departmental Tenure and Promotion guidelines.

Binder 2

- Tab 10. Material documenting teaching effectiveness (must include SEOI summary sheets for all classes taught since last review)
- Tab 11. Scholarship (research and creative activity) documentation in the following order:
 - Peer Reviewed Publications or Peer Reviewed Creative Activities
 - Scholarly Books, Monographs, Books and Book Chapters
 - Peer Reviewed Conference Presentations
 - External Grant Funding of \$40,000 or more
 - Other scholarship products
- Tab 12. Service documentation in the following order:
 - University
 - College/Department
 - Community
- Tab 13. Professional development documentation
- Tab 14. Honors and Awards documentation
- Tab 15. Letters from outside evaluators, if any
- Tab 16. Other supporting materials

Department Chair's Signature

Date evaluation discussed with faculty

Professional Record Guidelines
College of Education and Professional Studies

Reappointment, Promotion, Tenure, Post-Tenure Review

1. Instruction (Teaching Effectiveness)

1.1. Course-related

- 1.1.1. List all courses taught during this evaluation period and include a syllabus for each course.
- 1.1.2. On one or two pages, indicate mean student rating for each class section you have taught from SEOI items #28 and # 29. Include the summary pages of the SEOIs and student written comments.
- 1.1.3. List new courses you developed during this review period or courses that you substantially revised.
- 1.1.4. Briefly describe new course materials you developed, such as manuals, course packs, videos, Blackboard, web-based, DE via two-way video-audio.

1.2. Independent study, graduate theses, graduate projects, undergraduate research, field experiences or internships that you have directed

1.2.1 Complete a table like the following:

Course Prefix and Number	Student Name	Class Status (jr, sr, grad, etc)	Topic	Your Role (Committee Chair, Com Mem, Mentor, etc.)

1.3. Student advising or mentoring

1.3.1.1.Import the data you listed from your Annual Activities Report:

Year	Type	Number of Students

1.4. List workshops or seminars you have attended on teaching effectiveness.

1.5. List teaching awards and include the documentation.

1.6. Peer evaluation of teaching

- 1.6.1 Describe how peer evaluation improved your teaching and your students' learning.
- 1.6.2 Include documentation.

1.7. List other professional activities which enhanced your teaching performance and your students' learning.

- 1.7.1 Briefly describe your activities
- 1.7.2 Include documentation

2. Scholarship (Research and Creative Activities)

2.1. List manuscripts that have been published or accepted for publication. Each item should include the following information:

- 2.1.1. Type (refereed journal article, scholarly book, text book, technical report, monograph, conference proceedings, book chapter, peer-reviewed artistic product, etc.).
- 2.1.2. Scholarship Level (Level 1 or Level 2).
- 2.1.3. Complete citation for each item, preferably in APA style.
- 2.1.4. Review type (blind peer review, internal technical review, editorial board review, invited, etc.).
- 2.1.5. Include a copy of each item listed.

2.2. List presentations

- 2.2.1. Include the title, date, name of conference or association, and indicate if the conference was local, state, regional, national, or international.
- 2.2.2. Include documentation from the conference (title page of conference program and page on which your name and presentation is listed, etc).

2.3. List grants

- 2.3.1. Include title, funding source, amount requested, and current status.
- 2.3.2. Include a copy of the proposal summary.

2.4. List on-going research, writing projects, or creative activities. Include topic and schedule for completion.

2.5. List other scholarship (research or creative activity).

2.6. List research, writing, or creative activity awards you received.

3. Service to the University, Profession, and Public

3.1. University service

- 3.1.1. Include the activity, duration, and your role.
- 3.1.2. Include documentation (letter of appointment, list of members that includes your name, etc.)

3.2. Professional service

- 3.2.1. Include the activity, duration, and your role.
- 3.2.2. Include documentation (letter of appointment, list of members that includes your name, etc.)

3.3. Public service

- 3.3.1. Include the activity, duration, and your role.
- 3.3.2. Include documentation (letter of appointment, list of members that includes your name, etc.)

4. Professional Development not included in other sections of your dossier.

Describe or list activities, which contributed to your professional development. Briefly describe how the activities contributed to your development.

5. Honors and Awards.

List honors and awards you received, including the year.