

# Guidelines for Non-Tenure-Eligible Faculty Advancement Reviews

## College of Design

May 22, 2017 DRAFT

### NOTE:

*During spring semester 2017, the Office of the Senior Vice President and Provost requested that each college develop a set of guidelines for NTE faculty advancement reviews. The draft guidelines included in this document will, during fall semester 2017, be reviewed by the College of Design's Faculty Development Council, Liaison Council, and the college's faculty after which this draft will be replaced with a final, approved version. This draft is being posted now so that faculty are aware of its existence and can provide input into the review process.*

### Introduction

Non-tenure-eligible faculty advancement dossiers include a cover sheet and three sections. Dossier pages must be numbered consecutively beginning with the cover page.

The **Cover Sheet** must be completed by the candidate's department chair.

The candidate for advancement is responsible for preparing **Sections 1 & 2**. The candidate and the department must review and approve Sections 1 & 2 for factual accuracy. Sections 1 & 2 will be available to the candidate throughout the review.

**Section 3** includes the recommendations of the departmental review committee, the department chair, the Faculty Development Council, and the dean. Section 3 is confidential and not available to the candidate.

A candidate for advancement may submit a portfolio of selected works in support of Section 2. The portfolio, if included, is not intended to be an exhaustive compendium of work but rather a brief synopsis of accomplishments in support of materials presented in Section 2. Portfolio and supplemental materials are used during the departmental and collegiate review but are not forwarded to the Office of the Senior Vice President and Provost; only materials included in sections 1, 2, and 3 are sent to the Office of the Senior Vice President and Provost.

# COVER SHEET FOR ADVANCEMENT OF NON-TENURE-ELIGIBLE FACULTY

College of \_\_\_\_\_

1. Full Name:
2. Current Rank:
3. Primary Department:
4. Secondary Appointments (depts. or programs):
5. Campus Address:
6. Date of Present Rank:
7. Highest Degree Earned:

| Degree | Institution | Date | Field |
|--------|-------------|------|-------|
|--------|-------------|------|-------|

8. Recommendation on advancement:

9. Voting record on this recommendation: (Include those that apply and account for all eligible voters in each category)

|                                 |     |       |    |       |         |       |        |       |          |       |
|---------------------------------|-----|-------|----|-------|---------|-------|--------|-------|----------|-------|
| Departmental Committee (totals) | Yes | _____ | No | _____ | Abstain | _____ | Absent | _____ | On Leave | _____ |
| Department Faculty (totals)     | Yes | _____ | No | _____ | Abstain | _____ | Absent | _____ | On Leave | _____ |
| Dept Chair Recommendation       | Yes | _____ | No | _____ |         | _____ |        | _____ |          | _____ |
| Dean's Recommendation           | Yes | _____ | No | _____ |         |       |        |       |          |       |

*Office of the Senior Vice President and Provost November 1, 2011*

## Section 1: Background Information

### 1.1 Position Responsibility Statements (PRS) from Period Under Review

### 1.2 Vita

*For guidance on preparing the Vita, see Faculty Handbook 5.3.1.1. and the "Promotion & Tenure Vita Guidelines" on the College of Design's Faculty Promotion and Advancement web page.*

## Section 2: Documentation of Candidate's Scholarship and Performance

*Section 2 comprises up to 15 pages in which a candidate makes her/his case for advancement. Section 2 is the primary text used by departmental and college reviewers. 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. Section 2 need not repeat information included in the Vita and should focus on work accomplished during this evaluation period. Section 2 must not exceed 15 pages in length.*

### 2.1 Candidate's Statement

*An integrative statement including the candidate's teaching philosophy and contributions to the teaching mission of relevant departments and programs.*

### 2.2 Teaching Summary

#### A. Courses taught and student evaluation of teaching effectiveness

*A table including all courses taught during this review period with student ratings of teaching effectiveness will be prepared by college staff using the format shown below and provided as a PDF for inclusion in the advancement dossier. This table is included in the 15-page count. 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

#### B. Other Evaluations of Teaching (if applicable)

*Summarize outcomes of peer evaluation of teaching, classroom observations, review of teaching materials, etc.*

#### C. Course and Curriculum Development (if applicable)

*Summarize contributions to course and curriculum development, the development of new teaching materials, the use of creative teaching techniques, and contributions to professional societies concerned with pedagogy.*

#### D. Professional Development Related to Teaching (if applicable)

*List and describe professional development related to teaching completed during this review period.*

#### E. Advising Responsibilities (if included in PRS)

#### F. Honors and Awards Related to Teaching (and Advising if included in PRS)

### 2.3 Contributions and Recognitions Related to Other Responsibilities Included in the PRS (if applicable)

### 2.4 Additional Contributions (optional)

*Although not required, a candidate may include contributions made to the department, college, and/or university that go beyond responsibilities listed in their PRS.*