

# Promotion & Tenure Vita Guidelines

College of Design, Iowa State University

Approved March 2017 by the College of Design Faculty Development Council

These Guidelines are not a fixed universal template. Departments and faculty candidates are encouraged to review the Guidelines carefully and adapt as needed to present the strongest case for the quality, quantity, and impacts of their scholarship and work in the areas of their PRS, while assuring that content meets ISU Faculty Handbook requirements. Faculty candidates are free to use the form below, deleting italicized text and unnecessary categories, or create your own vita format.

These Promotion and Tenure Vita Guidelines are recommendations based upon the sequence and content noted in sections 5.3.1.1. through 5.3.2.2.4. of the August 2016 edition of the ISU Faculty Handbook (FH) pertaining to the promotion and tenure vita and portfolio. They also clearly identify contributions to the discipline (scholarship) and PRS activity performance – key aspects of the qualifications for academic rank, FH, 5.2.3. They are coordinated with the College of Design template for P&T Tabs 1 & 2, of the promotion and tenure dossier.

- Organize all entries in each section in reverse chronological order – most recent first, oldest last.
- Indicate role/contribution in co-authored or collaborative efforts.
- Highlight activities and accomplishments pertinent to the current promotion and/or tenure review.
- Add or delete subtitles in accord with your responsibilities and accomplishments.
- Items should not be replicated. List accomplishments only once and place in the most appropriate section.

## NAME

Rank

Department

College<sup>[SEP]</sup>

Street address<sup>[SEP]</sup>

City, State Zip code

Phone number

E-mail address

## I. CANDIDATE INFORMATION

### Education

Year recd. Degree, university or college, city, state, county

### Professional Experience

Years Position title, university/college/firm/organization, city, state, country

### Licensure / Certification *(if applicable)*

License name and number

## II. SCHOLARSHIP

*(Examples include but are not limited to the following. Refer to FH 5.3.1.3, College of Design Governance*

*Document, and Departmental Governance Documents for further examples. This should be a listing of scholarship that indicates contributions to the faculty member's discipline(s).*

### **Books**

Year Full bibliographic entry & contribution, e.g., sole author, co-author, editor, co-editor, etc.

### **Curated Exhibitions**

Year Title of Exhibition Venue

### **Journal Articles – Peer Reviewed**

Year Full bibliographic entry

### **Conference Proceedings – Peer Reviewed**

Year Full bibliographic entry

### **Book Chapters**

Year Full bibliographic entry

### **Other Publications**

Year Full bibliographic entry

### **Workshop/Training Curricula**

Year Full bibliographic entry

### **Juried Exhibitions**

Year Exhibition name, gallery/museum name, location, juror name(s) and professional affiliation(s), title of piece or pieces included in exhibition, award if received, e.g. best of show, first place, second place, etc. Indicate international, national, regional or local; and acceptance rate.

### **Invited Exhibitions**

Year Exhibition name, gallery/museum name, location, juror name(s) and professional affiliation(s), title of piece or pieces included in exhibition, award if received, e.g. best of show, first place, second place, etc. Indicate international, national, regional or local.

### **Competitions**

Year Competition name, competition sponsor, location, juror name(s) and professional affiliation(s), title of competition entry, award received. Indicate international, national, regional or local.

### **Conference Presentations – Peer Reviewed Abstracts**

Year Full bibliographic entry

### **Invited Lectures and Presentations**

Year Full bibliographic entry

### **Products in Other Media (Videos, Software Applications, Websites, Blogs, etc.)**

Year Title as appropriate

### **Extension / Outreach Reports and Publications**

Year Full bibliographic entry

### **Media Presentations, News Notes, Editorials (about and by), etc.**

Date Full bibliographic entry

### **Inventions and Patents**

Year Invention name, description, patent number

### **Citations**

Year Full bibliographic entry of citation and name of work cited

### **Awards and Honors**

Year Title, granting organization

### **Other Scholarly Products / Venues**

Date Fellowships, Residencies, Grants, etc. as may be appropriate to area(s) of candidate's expertise

## **III. AREA of PRS: TEACHING**

*(Examples include the following. Refer to FH 5.3.1.4.1., College of Design Governance Document, and Departmental Documents for further examples.)*

### **Courses Taught**

Term/year Course number, course title, credits, and enrollment

### **Undergraduate Advising**

Describe undergraduate advising responsibilities

### **Graduate Advising**

Major Professor<sup>[SEP]</sup>

Year Student name, degree earned, thesis/creative component title

Graduate Committee Member<sup>[SEP]</sup>

Year Student name, degree earned, thesis/creative component title

### **Student Awards**

Year Student name, award received for work done under your supervision

### **Curricular Development**

Year Contribution to curriculum, course developed, etc.

**Grants for Teaching**

Year(s) Project name and scope, granting organization, amount awarded

**Service Related to Teaching**

Year(s) Organization and role

**Recognitions for Teaching**

Year Awards, honors, recognitions for teaching/advising

**IV. AREA of PRS: RESEARCH / CREATIVE ACTIVITIES**

*(Examples include the following. Refer to [FH 5.3.1.4.2.](#), College of Design Governance Document, and Departmental Documents for further examples.)*

**Completed Projects and Programs**

Year(s) Name and description

**Current Projects and Programs**

Year(s) Name and description

**Future Projects and Programs**

Year(s) Name and description

**Grants for Research / Creative Activities**

Year(s) Project name and scope, outcomes, granting organization, amount awarded

**Service Related to Research / Creative Activities**

Year(s) Board/agency/journal/organization/professional society and role, e.g. expert consultant, referee, editor, leadership position, etc.

**Recognitions for Research / Creative Activities**

Year Awards, honors, recognitions for scholarship

**V. Area of PRS: EXTENSION / PROFESSIONAL PRACTICE / ENGAGEMENT**

*(Examples include the following. Refer to [FH 5.3.1.4.3.](#), College of Design Governance Document, and Departmental Documents for further examples.)*

**Reports/Plans/Designs/Other Deliverables**

Year Full bibliographic entry. May use subheadings to specifically identify types of deliverables.

**Projects**

Year            Project title, client, location, scope, deliverable or impact

**Educational Outreach**

Year            Workshop/seminar/training session/lecture, audience, location, date, number attended, evaluation scores

**Consulting / Technical Assistance**

Year            Project/client name and location, scope, deliverable or impact

**Grants, Contracts and Fees for Extension / Professional Practice / Engagement**

Year            Project or program name and scope, granting organization, amount awarded

**Service Related to Extension / Professional Practice / Engagement**

Year(s)        Board/agency/journal/organization/professional society and role, e.g. expert, referee, juror, editor, leadership position, etc.

**Recognitions for Extension / Professional Practice / Engagement**

Year            Awards, honors, recognitions for extension/professional practice/engagement

**VI. AREA of PRS: INSTITUTIONAL SERVICE**

*(Examples include the following. Refer to FH 5.3.1.4.4., College of Design Governance Document, and Departmental Documents for further examples.)*

**University Service**

Year(s)        Council/committee/activity and role, e.g., member, chair, contribution, etc.

**College Service**

Year(s)        Council/committee/activity and role, e.g., member, chair, contribution, etc.

**Departmental Service**

Year(s)        Council/committee/activity and role, e.g., member, chair, contribution, etc.

**Recognitions for Institutional Service**

Year            Awards, honors, recognitions for service activities