According to Policy 352, 6.6, “colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.” Originating at the department/unit level, this checklist documents that University procedures have been followed at the different levels of review. For each candidate, the evaluating parties are requested to complete their section of the checklist, to sign, date and insert the form as the first item in the applicant’s portfolio. The Dean is responsible for giving a copy of the completed form to the applicant.

Candidate's Name: Ms. Annette Ruiz

<table>
<thead>
<tr>
<th>Evaluator's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit PTE Committee Chair</td>
<td>Signature: _____________________________</td>
</tr>
<tr>
<td>Department/Unit PTE Chair or Head</td>
<td>Signature: _____________________________</td>
</tr>
<tr>
<td>Chair College PTE Committee</td>
<td>Signature: _____________________________</td>
</tr>
<tr>
<td>Dean of the College</td>
<td>Signature: _____________________________</td>
</tr>
<tr>
<td>Other (e.g. Extension)</td>
<td>Signature: _____________________________</td>
</tr>
</tbody>
</table>

Check "yes" for agreement or "N.A." if not applicable. Be prepared to explain why an item is not applicable.

<table>
<thead>
<tr>
<th>Department Level Evaluation</th>
<th>PTE Committee</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitation of letters of review followed University's recommended model.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>In case of joint appointments, input from other units was requested and included.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Members were elected according to department's PTE standards.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Potential conflict of interest situations were identified/mitigated.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>No faculty member being considered for promotion served on PTE committee.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>No administrators, as identified by Policy 352, served on PTE committee</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Departmental voting procedures on applicant's candidacy were followed.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>The evaluation was based on the written standards and criteria of the department.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Candidate received letter of evaluation/recommendation by due date.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Candidate was accorded 14 calendar days to respond.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Committee deliberations were kept confidential.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>The department PTE document is consistent with Policy 352 and College PTE guidelines.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Portfolio was submitted to the college level by the due date.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Level Evaluation</th>
<th>PTE Committee</th>
<th>Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members were elected according to College PTE document.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>No administrators, as identified by Policy 352, served on the College Committee.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Potential conflict of interest was identified/mitigated.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>No faculty member being considered for promotion served on PTE committee.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Information added conformed to materials listed in Policy 352, section 6.2.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>College and Dean reviews were conducted separately and independently of each other.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Evaluation was based on the written standards and criteria of the department and the college.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Candidate received copy of letter of evaluation/recommendation by due date.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Committee deliberations were kept confidential.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>The College’s PTE document is consistent with Policy 352.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Portfolio was submitted to Provost by the due date.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Candidate received copy of the completed policy &amp; procedures checklist.</td>
<td>☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A</td>
</tr>
</tbody>
</table>
Portfolio Cover Page for Promotion and Tenure 2017-2018

DEMOGRAPHIC DATA:
Name: Ms. Annette Ruiz
Department: Office of the Provost
Rank: College: Academic Affairs

REQUESTED ACTION:
☐ Promotion to rank of: ☐ Request for tenure ☐ Penultimate year:

SPECIAL AGREEMENTS (check, if applicable)
☐ Previous Consideration (if candidate has been considered previously, but promotion and/or tenure were/was not awarded, supply letters of denial, outlining conditions needing to be addressed and place in section C).
☐ Prior Service Agreement (place in section E).

CANDIDATES SIGNED STATEMENT
I have reviewed the portfolio and believe it to be accurate, complete, current, and ready for review.

Signature Date

As any additional materials are included in the portfolio, copies must be provided to the candidate. The candidate will have 14 days to provide a written response.

If the faculty member was granted an extension of the probationary period for any reason, such an extension does not increase the expectations for performance.

Should the faculty member and Department Chair/Head disagree on the inclusion or exclusion on some material, the faculty member may indicate his/her objection in this signed statement.

COMMENTS:

ADMINISTRATORS RESPONSIBLE FOR PORTFOLIO REVIEW:

ROUTING
Portfolio Received:…………….. Date:
Dept. PTE Committee
Dept. Chair
College PTE Committee
College Dean
Director
Provost
President

ADDED MATERIALS INVENTORY
Materials Added: By: Date:

VOTE TALLY

<table>
<thead>
<tr>
<th>Number of Votes for:</th>
<th>Tenure*</th>
<th>Promotion</th>
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</thead>
<tbody>
<tr>
<td>Dept. PTE Committee</td>
<td>Recommend</td>
<td>Deny</td>
</tr>
<tr>
<td>Dept. Chair</td>
<td></td>
<td></td>
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<tr>
<td>College PTE Committee</td>
<td></td>
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<tr>
<td>College Dean</td>
<td></td>
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<tr>
<td>Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently.

Department/Unit Signature Dean Signature
C. Appointment Letter and Position Description / Special Agreements

C.1 Letter of Appointment

C.2 NDSU Job Descriptions

Graduate Service Assistant, Digital Measures Coordinator, North Dakota State University, Office of the Provost, Fargo, ND. Brief Description: Promoted to Graduate Service Assistant after one year of employment for strong commitment to all office projects. Coordinate campus-wide data entry project and provide data entry training to students, staff, and faculty. Co-facilitate group and individual help sessions with deans, professors, and staff to assist with the advancement of campus-wide data entry system. Create training materials and manage website which provides news and guidance to faculty. Demonstrate strong listening skills by compiling feedback to improve the data entry system. Handle administrative tasks and help with any duties assigned. (June 2016 - Present).

Counselor-in-training, North Dakota State University, Community Counseling Services, Fargo, ND. Brief Description: Provided individual and couples counseling to college students and individuals from the Fargo-Moorhead community. Provided counseling services about anxiety, stress, depression, and relationship challenges. Completed 50+ hours of practicum. Facilitated three groups. (January 2017 - May 2017).

Office Assistant, North Dakota State University, Office of the Provost, Fargo, ND. Brief Description: Assisted staff with projects; data entry, process and scan various office forms using ImageNow software. Maintained a high level of morale, by establishing and maintaining positive interpersonal relationships with colleagues. (August 2015 - May 2016).

International Admissions Assistant, North Dakota State University, Office of Global Outreach, Fargo, ND. Brief Description: Processed financial and educational records by ensuring timely and accurate completion of documents. Demonstrated reliability by assisting prospective students, faculty, through admission process, assisted Admissions Coordinators with college admissions fairs. (September 2014 - April 2015).

Front Desk Assistant, North Dakota State University, Student Activities Office, Fargo, ND. Brief Description: Responded to questions that may concern policies and procedures verbally or by e-mail, performed general office support; maintained appointment calendars, set up meetings, and distributed mail. Worked individually, as well as part of team; collaborated with projects, processed incoming forms and routed to recipients, attended required trainings, and maintained accountability. (November 2011 - December 2014).

C.3 Administrative Assignments

Department Chair/Head, Department. (2017 - Present).

Assistant Dean. (2016 - Present).

Associate Vice Provost. Responsibilities/Brief Description: My responsibilities.... and brief description...

Accomplishments/Progress of Goals: My accomplishments and progress of goals include.... (2016 - Present).

Dean. (2016 - Present).

C.4 Prior Service Agreement of Tenure-Track Appointment (if applicable)

C.5 Previous Tenure/Promotion Consideration (if applicable)

D. Academic Background

This is a test

D.1 Degrees
BS, Psychology, Human Development and Family Science, December 2015. North Dakota State University, Fargo, ND.

D.2 Post-Doctoral / Additional Experience

D.3 Licensures and Certifications


  (Description: I am a certified graphologist for NDSU)

Registered Nurse License #R26890, Sanford Health, Minnesota, Regional. (2015 - 2018). (Description: Testing the description text box.)
  (Description: Testing the description text box.

E. Academic Experience / Employment History

Receptionist and Cashier, Main Motors Chevrolet-Cadillac, Anoka, MN. Brief Description: Greeted customers, routed phone calls to recipient, relayed messages using excellent communication skills
  Provided excellent customer service with customers in high pressure situations while answering phone calls and handling cash.
  (September 2010 - July 2012).

Member Service Representative/Teller, Northland Educators Federal Credit Union, Fargo, ND. Brief Description: Displayed interpersonal competence by building positive customer relationships, resulting in personalized service. Attended to detail and integrity while handling cash, checks, and receiving loan payments by ensuring accuracy. Acknowledged and immediately addressed customer complaints by exercising problem-solving skills.
  (May 2013 - September 2014).

Front Desk Assistant, North Dakota State University, Student Activities Office, Fargo, ND. Brief Description: Responded to questions that may concern policies and procedures verbally or by e-mail, performed general office support; maintained appointment calendars, set up meetings, and distributed mail. Worked individually, as well as part of team; collaborated with projects, processed incoming forms and routed to recipients, attended required trainings, and maintained accountability.
  (November 2011 - December 2014).

International Admissions Assistant, North Dakota State University, Office of Global Outreach, Fargo, ND. Brief Description: Processed financial and educational records by ensuring timely and accurate completion of documents. Demonstrated reliability by assisting prospective students, faculty, through admission process, assisted Admissions Coordinators with college admissions fairs.
  (September 2014 - April 2015).

Loan Processing-Clerk, Gate City Bank, Fargo, ND. Brief Description: Assisted staff with projects; data entry, process and scan various office forms using ImageNow software. Maintained a high level of morale, by establishing and maintaining positive interpersonal relationships with colleagues.


Office Assistant, North Dakota State University, Office of the Provost, Fargo, ND. Brief Description: Assisted staff with projects; data entry, process and scan various office forms using ImageNow software. Maintained a high level of morale, by establishing and maintaining positive interpersonal relationships with colleagues.
  (August 2015 - May 2016).

Counselor-in-training, North Dakota State University, Community Counseling Services, Fargo, ND. Brief Description: Provided individual and couples counseling to college students and individuals from the Fargo-Moorhead community. Provided counseling services about anxiety, stress, depression, and relationship challenges.
  Completed 50+ hours of practicum. Facilitated three groups.
  (January 2017 - May 2017).

School Counseling Intern, DGF High School, Glyndon, MN. Brief Description: Provided individual counseling to students attending a small rural high school. Worked with students in academic, personal, and emotional needs. Facilitated First-Generation Students Group. Taught career and academic guidance lessons to senior and junior class. Developed and taught high school guidance lessons. Offered Cultural presentations to the Spanish high school class. Completed 250 hours.
Co-Director, Center for Emergency Management Education and Research. (2011 - Present).

Graduate Service Assistant, Digital Measures Coordinator, North Dakota State University, Office of the Provost, Fargo, ND. Brief Description: Promoted to Graduate Service Assistant after one year of employment for strong commitment to all office projects. Coordinate campus-wide data entry project and provide data entry training to students, staff, and faculty. Co-facilitate group and individual help sessions with deans, professors, and staff to assist with the advancement of campus-wide data entry system. Create training materials and manage website which provides news and guidance to faculty. Demonstrate strong listening skills by compiling feedback to improve the data entry system. Handle administrative tasks and help with any duties assigned. (June 2016 - Present).

F. Statement of Context and Accomplishment

G. Teaching, Advising, and Curriculum Development

G.1 Courses Taught at NDSU and Student Ratings of Instruction

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Number</th>
<th>Title</th>
<th>Credit s</th>
<th>Enrollment</th>
<th>% Resp.</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Q5</th>
<th>Q6</th>
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</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>CNED 800-1</td>
<td>Practicum/Internship</td>
<td></td>
<td>49</td>
<td>100</td>
<td>4.54</td>
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<td>4.34</td>
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<td>Fall 2017</td>
<td>CNED 800-2</td>
<td>Practicum/Internship</td>
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<td>49</td>
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<td>4.54</td>
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<td>4.34</td>
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<td>Fall 2017</td>
<td>CNED 800-3</td>
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<td>4.54</td>
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<td>4.34</td>
<td>4.34</td>
<td>4.34</td>
<td>4.34</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>CNED 800-4</td>
<td>Practicum/Internship</td>
<td></td>
<td>49</td>
<td>100</td>
<td>4.54</td>
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<td>4.34</td>
<td>4.34</td>
<td>4.34</td>
<td>4.34</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>PHRM-1</td>
<td>Pharmaceutical Care Lab I</td>
<td></td>
<td>49</td>
<td>100</td>
<td></td>
<td></td>
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<tr>
<td>Fall 2016</td>
<td>COMM 750-1</td>
<td>K-12 Counseling Course</td>
<td>3</td>
<td>100</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>Fall 2016</td>
<td>EDUC 100-1</td>
<td></td>
<td></td>
<td>100</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Fall 2016</td>
<td>EDUC 750-1</td>
<td></td>
<td></td>
<td>100</td>
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<td>3</td>
<td>4</td>
<td>5</td>
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</tr>
</tbody>
</table>

a. SROI Open Ended Comments

b. Courses Taught at Other Institutions and Student Ratings of Instruction

MSUM

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Number</th>
<th>Title</th>
<th>Credit s</th>
<th>Enrollment</th>
<th>% Resp.</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
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<th>Q6</th>
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<tr>
<td>Fall 2017</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

G.2 Quality of Teaching (Administration and Peer Evaluation)

a. Statement by Department Chair or Appropriate Unit Head

b. Statement by Peers

G.3 Curriculum Development

a. Contributions in Curriculum Development

Fall 2017, CNED 800 - 1. Practicum/Internship. Enrollment #:49.

Description of pedagogical innovations:
While in some countries student orientation and enhanced activities are comparatively frequent in all three profiles, we observe a clear focus on structuring in others. This suggests that teaching practices are influenced by pedagogical traditions and national cultures.

Description of new teaching material:
The profile that reports the most frequent use of all three dimensions of classroom teaching practices also agrees more with constructivist beliefs about the nature of teaching and learning, holds stronger self-efficacy beliefs, reports a more frequent attendance of professional development activities outside of school, and receives feedback and appraisal more often.
Description of activities that enhanced student learning and/or contact with the community:
This report shows that participation in professional learning communities tends to be separated by co-operative practices that reduce autonomy. In most countries, large differences among profiles are found with regard to team teaching, a rather sophisticated form of teacher co-operation. For half of the countries there is also considerable variation in the frequency of observation visits with mutual feedback about instruction. In a number of countries, the profiles are further defined by joint reflection on instruction in the context of school-based professional learning activities such as team supervision.

Fall 2016, EDUC 100 - 1.
Description of pedagogical innovations:
implemented creative activities to the counseling course.
Description of new teaching material:
Instructor manuals were developed by students.
Description of activities that enhanced student learning and/or contact with the community:
Assigned students to interview a clinical mental health counselor.

Fall 2016, EDUC 750 - 1.
Description of pedagogical innovations:
Completed ethical analysis of counselor.
Description of new teaching material:
Facilitated experiential learning by asking students to scope their families.
Description of activities that enhanced student learning and/or contact with the community:
Invited speakers to career counseling.

Description of pedagogical innovations:
International innovations assignment.
Description of new teaching material:
Course modules assigned.
Description of activities that enhanced student learning and/or contact with the community:
Internship assignment and guest speaker.

b. Educational Committees and Activities

Committee Member, Department Service for Teaching. Responsibilities: This is an emergency message from North Dakota State University. Due to weather conditions, North Dakota State University will be closed Monday, March 5. All classes are canceled and offices are closed. Only designated emergency personnel should report to work. Please check with specific events, as they may be canceled or rescheduled. Committee's Key Accomplishments: This message has been authorized and transmitted by the NDSU Communications Call Center. (2016 - Present).

Committee Member, College Service for Teaching. Responsibilities: This is a test alert from North Dakota State University. This is only a test. Had an emergency existed, this transmission would have provided you with information about the incident and further directions. This test alert is authorized and transmitted by the University Police Communications Call Center. Committee's Key Accomplishments: In the event of an actual emergency you will be instructed not to call local emergency numbers for further information in order to permit emergency lines to remain open for emergency calls. Updates to an actual emergency notification will be made when information becomes available. This concludes this test. (2016 - Present).

Task Force Member, University Service for Teaching. Responsibilities: This is a test alert from North Dakota State University. This is only a test. Had an emergency existed, this transmission would have provided you with information about the incident and further directions. This test alert is authorized and transmitted by the University Police Communications Call Center. In the event of an actual emergency you will be instructed not to call local emergency numbers for further information in order to permit emergency lines to remain open for emergency calls. Updates to an actual emergency notification will be made when information becomes available. Committee's Key Accomplishments: This concludes the test. (2017 - Present).

Guest Speaker, Service to public for teaching, Anoka, MN. Responsibilities: In the event of an actual emergency you will be instructed not to call local emergency numbers for further information in order to permit emergency lines to remain open for emergency calls. Updates to an actual emergency notification will be made when information becomes available. Committee's Key Accomplishments: This concludes the test. (2017 - 2018).
G.4 Advising

a. **Description of Academic and Co-Curricular Advising**

b. **Formal Undergraduate Advising**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td># Advised</td>
<td>5</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

c. **Student Rating of Advising**

**2017-2018**

Title: Student Feedback, Advisor Rating: 4.8, Title: Student Supervision, Advisor Rating: 4.5, (Description: This concludes the test.)

**2016-2017**

(Description: This is a test for the advising activities description box.)

**2015-2016**

(Description: This is a test for the advising activities description box.)

d. **Co-curricular Advising**

**Internship Advisor**

Advised: Deb Martens, MED, Counseling Graduation Semester:, Semester(s): Fall 2016. (Comments: Testing the COMMENTS field box 12-12-16)

**Undergraduate Capstone Project Advisor**


**Undergraduate Honors Thesis**

Advised: Les Vazquez, MED, Counseling Graduation Semester:, Semester(s): Fall 2016.

e. **Undergraduate Student Researchers Mentored**

Advised: Jody Dewald, MED, Counseling Graduation Semester:, Semester(s): Fall 2016.

f. **K-12 Students Mentored**

Advised: Charlene Hall, MED, Counseling Graduation Semester:, Semester(s): Fall 2016. (Comments: Testing the COMMENTS field box 12-12-16)

G.5 Graduate Student Advising

a. **As Major Professor**

**Master's Thesis Committee Chair**

Advised: Kelluy Hoyt, MED, Counseling Graduation Semester:, Semester(s): Fall 2016. (Comments: Testing the COMMENTS field box 12-12-16)

**Dissertation Committee Chair**
Advised: Melissa Lamp, MED, Counseling Graduation Semester: Fall 2017, Semester(s): Fall 2016. (Comments: Testing the COMMENTS field box 12-12-16) (Proposal)

Master's Advisor


Advised: Angela Bachman, MED, Counseling Graduation Semester:, Semester(s): Fall 2016. (Comments: Testing the COMMENTS field box 12-12-16)


Other

Advised: Ped Dos Santos, MED, Counseling Graduation Semester:, Semester(s): Fall 2016. (Comments: Testing the COMMENTS field box 12-12-16) (In-Process)

Advised: Brittney Sanders, MED, Counseling Graduation Semester:, Semester(s): Fall 2016. (Comments: Testing the COMMENTS field box 12-12-16) (Completed)

Dissertation Committee Co-Chair


b. As Examining Committee Member

Master's Thesis Committee Member

Advised: Heather Provost, MED, Counseling Graduation Semester:, Semester(s): Fall 2016.

Dissertation Committee Member

Advised: Annette Ruiz, MED, Counseling Graduation Semester: Spring 2018, Semester(s): Fall 2016. (Comments: Testing the COMMENTS field box 12-12-16) (In-Process)

c. Postdoctoral Trainees

Advised: Karen Braun, MED, Counseling Graduation Semester:, Semester(s): Fall 2016. (Comments: Testing the COMMENTS field box 12-12-16) (Completed)

Advised: Ann Ruiz, DNP, Accountancy Graduation Semester:, Semester(s): 2016. (Comments: Testing the COMMENTS field box 12-12-16) (Withdrawn)

d. Other Trainees

Supervised Research

Advised: Gio Ruiz, MED, Counseling Graduation Semester:, Semester(s): Fall 2016.

Supervised Teaching Activity

Advised: Kara Grave, MED, Counseling Graduation Semester:, Semester(s): Fall 2016.

G.6 Extension/Outreach Activities

a. Non-Credit Instruction Taught

Certification, Certification, Internal to North Dakota State University. Description: The portfolio should be submitted electronically or in one three-ring binder with the Candidate’s name on the spine. Labeled index dividers to separate major sections of the portfolio may be ordered from Print and Copy Services; contact them for more information. A limited number of dividers are also available from Office of the Provost. After the completion of the department and college level reviews, the portfolio should be submitted electronically to the Office of the Provost.(2016 - Present).

Extension, Beef Cow Obstetrics and Management, Internal to North Dakota State University, Beef Cow Obstetrics and Management, 80 participants. Description: The candidate should consult with the respective Department Chair to obtain unit guidelines as to the format (electronic or hard copy) and number of copies to be submitted within the College, as well as any other information or documentation the College might require. The candidate is encouraged to keep a copy of the entire portfolio as submitted for personal records. The copy submitted to the Provost will become a part of the official university record and will be kept in the College Dean’s Office for placement in the Candidate’s personnel file.(2016 - Present).

Faculty Internship, Faculty Internship, Internal to North Dakota State University. Description: The Portfolio is divided into three parts: (1) Part I consists of information for which the candidate is responsible for providing; (2) Part II consists of information for which the department chair or unit leader is responsible for providing; and (3) Part III consists of the candidate’s current curriculum vitae. In addition, the candidate should have available, if requested, a copy of, or parts thereof, supplemental materials, e.g., reprints, offprints, syllabi, or any other materials that illustrate the candidate’s achievements in teaching, research, and service, and referred to in the Portfolio (see table 1).(2016 - Present).

Field Day, Field Day, Internal to North Dakota State University. Description: As materials are added to the portfolio at each level of the review process, copies will be provided to the candidate (and the Department Chair, Dean, and Chair of Department/College PTE Committee Chairs). The candidate will have 14 calendar days to provide a written response to each level of review.
Specific instructions for preparing each section of the portfolio are as follows.(2016 - Present).

Guest Lecture, Guest Lecture, Internal to North Dakota State University.(2016 - Present).

In-service training, Other, Internal to North Dakota State University, Sponsoring Org - NDSU, 500 participants. Description: Testing description box.(2016 - Present).

Management/Executive Development, Management/Executive Development, Internal to North Dakota State University.(2016 - Present).

Review Course, Review Course, Internal to North Dakota State University.(2016 - Present).

Seminar, Seminar, Internal to North Dakota State University.(2016 - Present).

Workshop, Workshop, Internal to North Dakota State University.(2016 - Present).

Review Course, This is a test., Internal to North Dakota State University. Description: This concludes the test.(2017 - Present).

b. Consulting/board of directors

Other, Fargo, ND. (2016 - Present). (Brief Description: Ensure data entered in the “Brief Description” box populates in the report 8/10/2017.)

Business/Industry

Business/Industry, Fargo, ND. (2016 - Present). (Brief Description: Ensure data entered in the “Brief Description” box populates in the report 8/10/2017.)

Government

Government, Fargo, ND. (2016 - Present). (Brief Description: Ensure data entered in the “Brief Description” box populates in the report 8/10/2017.)

Litigation
Litigation, Fargo, ND. (2016 - Present). (Brief Description: Ensure data entered in the “Brief Description” box populates in the report 8/10/2017.)

**Non-Profit Organization**

Non-Profit Organization, Fargo, ND. (2016 - Present). (Brief Description: Section G. Outreach Activities (e.g., Summer 2017, Fall 2017, Spring 2018) in sections

Add subtitle "G.6.a Consulting", sort by "Consulting Type", and populate “Description”

Add subtitle "G.6.b Non-Credit Instruction Taught", sort by "Instruction Type", populate “Course Presentation Title” and "Description”

**G.7 Personal / Professional Development to Improve Teaching/Extension Effectiveness**

**Extension**


**Teaching**

Faculty Internship, "Teaching Activities." (2016 - Present).

**G.8 Teaching, Advising, Extension, and Curriculum Development Awards and Honors**

**H. Research and Creative Activities**

**H.1 Publications**

a. **Refereed**

**Journal Articles**


**Books**


**ConferenceProceedings**


**Extension Publication**


**Monographs**


**Book Review**


**Broadcast Media**


**Cited Research**


**Instructor's Manual**


**Material Regarding New Courses/Curricula**


**Research Report**


**Software**


**Abstract**


b. Not Refereed

Books

Conference Proceedings
1. Ruiz, A. (2017). *PTE guidelines example*. (Current Status: Published). Comments: This conference proceeding was not peer-reviewed.

Extension Publication

Monographs

Broadcast Media

Cited Research

Instructor's Manual

Law Review

Magazine/Trade Publication

**Manuscript**

**Material Regarding New Courses/Curricula**

**Research Report**

**Software**
3. (2016). *R Package "dual*. (Current Status: Published). Comments: I assisted with the overall design of this project.

**Extension Impact Report**

**c. Artistic and Professional Performances and Exhibits**

**Art - Exhibition, Competitive**

**Dance - Coaching**
H.2 Presentations at Professional Meetings

International


National


Regional


State


Local

8. Vazquez, G., Ruiz, A. (. This concludes the test.). (December 6, 2017). Internship Guidance Lesson, "Growth Mindsets," Poster, DGF High School, Glyndon, MN.  (Comments: This concludes the test.)


H.3 Grants, Contracts, and Awards

a. On-Going Research Support


3. Lamp, M., Ruiz, A., "this is a sponsored research proposal," $1,000.00. (2016 - 2017).


5. Ruiz, A. (Supporting: this is a test of role description text box), Lamp, M. (Principal: this is a test of role description text box), Smith, J. (Other: this is a test of role description text box), "NDSU Example 2," North Dakota State University, $5,000.00. (2014 - 2017).  (Comments: This is a test for the comments box 12/12/2016. - AR)

   **b. Grants Submitted/Pending**

   1. Ruiz, A., "This is the field box for the grant title," $25,000.00. (2016 - 2018).
   2. Ruiz, A., "This is the field box for the grant title," $25,000.00. (2016 - 2018).
   3. Lamp, M., Ruiz, A., "this is a grant proposal (with date submitted)," $3,000.00. (2017).

   **c. Grants Not Awarded**

   4. Lamp, M., Ruiz, A., "this is a grant proposal," $2,000.00. (2017 - 2018).
   5. Alagha, E. E. (Principal: this is test.), Ruiz, A. (Co-Principal: this is a test.), "NDSUExample 1," North Dakota State University, $1,000.00. (2017).

**H.4 Creative Activities / Research and Development of New Items**

   **a. Intellectual Property Developed**

   **Copyright**


   **Patent**


   **Trademarks**


   **b. Media Contributions**

   **Film**

   "Media Title/Topic," Science Friday (NPR) Interview, Fargo, ND, Web Address: https://www.ndsu.edu/digitalmeasures/. (2016). (Description: This concludes the test.)

   **Internet**
"Mindsets - NDSU Student Success," YouTube, Fargo, ND, Web Address: https://www.ndsu.edu/digitalmeasures/. (2017). (Description: Interview about how I overcame challenges in my transition to college as a first-generation college student.)

Magazine

"Media Title/Topic," Science Friday (NPR) Interview, Fargo, ND, Web Address: https://www.ndsu.edu/digitalmeasures/. (2016). (Description: This concludes the test.)

Multi-Media

"Media Title/Topic," Science Friday (NPR) Interview, Fargo, ND, Web Address: https://www.ndsu.edu/digitalmeasures/. (2016). (Description: This concludes the test.)

Newspaper

"Media Title/Topic," Science Friday (NPR) Interview, Fargo, ND, Web Address: https://www.ndsu.edu/digitalmeasures/. (2016). (Description: This concludes the test.)

Podcast

"Media Title/Topic," Science Friday (NPR) Interview, Fargo, ND, Web Address: https://www.ndsu.edu/digitalmeasures/. (2016). (Description: This concludes the test.)

Radio

"Media Title/Topic," Science Friday (NPR) Interview, Fargo, ND, Web Address: https://www.ndsu.edu/digitalmeasures/. (2016). (Description: This concludes the test.)

TV

"Media Title/Topic," Science Friday (NPR) Interview, Fargo, ND, Web Address: https://www.ndsu.edu/digitalmeasures/. (2016). (Description: This concludes the test.)

c. Publication Works in Progress

Abstract


Book


Broadcast Media


Conference Proceeding


Journal Article


**Manuscript**

11. Ruiz, A. *This is the title of the contribution*. Journal of Hispanic Education. Submitted: 2017. (Current Status: Submitted). Comments: This article is not peer-reviewed.

**Study Guide**


d. **Research in Progress**

Ruiz, A., "First in Family Scholars" (On-Going), Scholarly. (Description: This concludes the test.)

Ruiz, A., "Research Currently in Progress" (Writing Results), Scholarly. (Description: Testing description box 12-22-2016)

**H.5 Research and Creative Activity Awards and Honors**

a. **Personal/Professional Development to Improve Research Effectiveness**


I. **Service**

I.1 **Committee/University Involvement**

a. **Department Service**

Student Organization Advisor, Department Service. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (2016 - Present).

Committee Member, Department Service for Teaching. Responsibilities: This is an emergency message from North Dakota State University. Due to weather conditions, North Dakota State University will be closed Monday, March 5. All classes are canceled and offices are closed. Only designated emergency personnel should report to work. Please check with specific events, as they may be canceled or rescheduled. Committee's Key Accomplishments: This message has been authorized and transmitted by the NDSU Communications Call Center. (2016 - Present).

Committee Chair, School of education. Responsibilities: This concludes the test. For all service related screens include description in Annual report and pte report. Committee's Key Accomplishments: This concludes the test. (August 2015 - Present).

b. **College Service**

Committee Member, College Service for Teaching. Responsibilities: This is a test alert from North Dakota State University. This is only a test. Had an emergency existed, this transmission would have provided you with information about the incident and further directions. This test alert is authorized and transmitted by the University Police Communications Call Center. Committee's Key Accomplishments: In the event of an actual emergency you will be instructed not to call local emergency numbers for further information in order to permit emergency lines to remain open for emergency calls. Updates to an actual emergency notification will be made when information becomes available. This concludes this test. (2016 - Present).
Committee Member, NDSU Advance Forward. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (2016 - Present).

c. University Service

Task Force Member, University Service for Teaching. Responsibilities: This is a test alert from North Dakota State University. This is only a test. Had an emergency existed, this transmission would have provided you with information about the incident and further directions. This test alert is authorized and transmitted by the University Police Communications Call Center. In the event of an actual emergency you will be instructed not to call local emergency numbers for further information in order to permit emergency lines to remain open for emergency calls. Updates to an actual emergency notification will be made when information becomes available. Committee's Key Accomplishments: This concludes this test. (2017 - Present).

Committee Chair, Faculty Senate Executive Committee. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (2016 - Present).

Committee Member, Faculty Senate Executive Committee. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (2015 - Present).

1.2 Professional Activities

a. Professional Service

Member, Nu Sigma Delta Chapter, CSI. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (December 2017 - Present).

International Association of Emergency Managers. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (2017).

Board of Advisors, Sample of reporting for digital measures. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (2017).

Board of Directors, Sample of reporting for digital measures. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (2017).

Chairperson, Sample of reporting for digital measures. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (2017).

Committee Chair, Sample of reporting for digital measures. (2017).

Committee Member, Sample of reporting for digital measures. (2017).

Committee Member, Sample of reporting for digital measures. (2017).


Editor, Associate Editor, Sample of reporting for digital measures. (2017).


Member/Secretary, North Dakota State University, Hispanic Organization of Latin Americans, Fargo, ND. Responsibilities: Prepared travel and meeting arrangements, expense reports, meeting minutes utilizing organizational skills. Helped organize fundraising events and attended volunteer opportunities with club members. (2011 - 2015).
Special Events Coordinator, North Dakota State University, Campus Attractions, Fargo, ND. Responsibilities: Coordinated and booked 6 events for campus activities by using time management and prioritizing skills. Served as the NDSU Homecoming Chair; ensured participants complied with Homecoming parade polices, worked with Public Safety, organized participants in parade line-up, and held meetings with committee members. (August 2012 - December 2012).

b. Professional Memberships

American School Counseling Association, (ASCA). (September 2016 - Present)

American Counseling Association, (ACA), National. (2017 - 2018)


NDSU Counseling Association, Local. (2017 - 2018)

North Dakota Counseling Association, State. (2017 - 2018)

Regional Counseling Association, Regional. (2017 - 2018)

I.3 Community Activities

a. Public Service

Guest Speaker, Service to public for teaching, Anoka, MN. Responsibilities: In the event of an actual emergency you will be instructed not to call local emergency numbers for further information in order to permit emergency lines to remain open for emergency calls. Updates to an actual emergency notification will be made when information becomes available. Committee's Key Accomplishments: This concludes the test. (2017 - 2018).

Guest Speaker, Public Service. Responsibilities: This concludes the test. Committee's Key Accomplishments: This concludes the test. (2016).

b. Personal/Professional Development to Improve Service Effectiveness

Leadership


Service, Community


I.4 Service Awards and Honors

Service, Community. Brief Description/Explanation: This concludes the test. (2016).

Service, Professional Award. (2016).

Service, University Award. (2016).

J. Awards and Honors


Banner Stories, “First-generation student tells about her transition to college”, North Dakota State University, NDSU News, Fargo, ND. College. Brief Description/Explanation: This concludes the test. (August 22, 2017).
Leadership Award, NDSU, Student Activities Office. Department. Brief Description/Explanation: Awarded to $500 scholarship to students who best model diligence. (2016).

Dale Brostrom Award, North Dakota State University, Memorial Union, Fargo, ND. University. Brief Description/Explanation: Awarded the “Dale Brostrom Award” which includes $500 scholarship, and is given to the Memorial Union student employee who best models diligence and commitment to their work. (April 2013).

Nominated for: Dale Brostrom Award, North Dakota State University, Memorial Union, Fargo, ND. University. Brief Description/Explanation: This concludes the test. (April 2012).

K. Unit Promotion and Tenure Criteria

K.1 Department PTE Document

K.2 College PTE Document

L. Annual Review Reports

L.1 All Annual Reviews

annette.ruiz/pt_comments/DM Annual Report -Maack Brody-1.pdf

L.2 Third Year Review Report
NORTH DAKOTA STATE UNIVERSITY
Promotion and Tenure Portfolio
Part II

A. Recommendations

1. Department PTE Committee Recommendation Letter
   annette.ruiz/pt_comments/Communication log-1.pdf

2. Department Chair Recommendation Letter
   annette.ruiz/pt_comments/Appendix 2-Change Form 101 Work Flow-1.pptx

3. College PTE Committee Recommendation Letter
   annette.ruiz/pt_comments/labels 5366-goldwaterscholarship-1.docx

4. College Dean Recommendation Letter
   annette.ruiz/pt_comments/Khan Samee (notes)-1.pdf

5. Provost Recommendation Letter
   annette.ruiz/pt_comments/school counselor and ODD behavior-1.pdf

6. President Approval/Recommendation Letter
   annette.ruiz/pt_comments/Savickas_Hartung 2012 My Career Story-1.pdf

B. Letters of Evaluation (not required)

1. Internal Letters from NDSU Faculty, Staff, and Students

2. External Letters of Evaluation