POLICY & PROCEDURES CHECKLIST FOR PORTFOLIO EVALUATION

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: ________________________________________________

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

Report Generated on [Report Run Date]
**Portfolio Cover Page for Promotion and Tenure 2017-2018**

**DEMOGRAPHIC DATA:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>College:</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>ROUTING</th>
<th>ADDED MATERIALS INVENTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Received:</td>
<td>Materials Added:</td>
</tr>
<tr>
<td>Dept. PTE Committee</td>
<td>By:</td>
</tr>
<tr>
<td>Dept. Chair</td>
<td>Date:</td>
</tr>
<tr>
<td>College PTE Committee</td>
<td></td>
</tr>
<tr>
<td>College Dean</td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>Provost</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td></td>
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</tbody>
</table>

**VOTE TALLY**

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

Report Generated on [Report Run Date]
NORTH DAKOTA STATE UNIVERSITY

Promotion and Tenure Portfolio

Part I

[[LAST NAME], [FIRST NAME] [MIDDLE NAME]]

C. Appointment Letter and Position Description / Special Agreements

C.1 Letter of Appointment

C.2 NDSU Job Descriptions

C.3 Administrative Assignments

C.4 Prior Service Agreement of Tenure-Track Appointment (if applicable)
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Section is equal to &quot;C.3 Prior Service Agreement of Tenure-Track Appointment&quot;</td>
<td>[Comment for Section]</td>
</tr>
<tr>
<td>1. Section is equal to &quot;C.5 Previous Tenure/Promotion Consideration (if applicable)&quot;</td>
<td>[Comment for Section]</td>
</tr>
<tr>
<td>1. Section is equal to &quot;C.4 Previous Tenure/Promotion Consideration&quot;</td>
<td>[Comment for Section]</td>
</tr>
<tr>
<td>1. Section is equal to &quot;D. Academic Background&quot;</td>
<td>[Comment for Section]</td>
</tr>
<tr>
<td>1. Degree is not equal to &quot;Post-Doctoral&quot;</td>
<td>[Degree] or [Explanation of &quot;Other&quot;], [Emphasis/Major], [Supporting Areas of Emphasis], [Month Completed Year Completed], [Institution], [Location of Institution]. [Advisor(s)]: [list of [Advisor Information] as &quot;[Last Name], [First Name] [Middle Name/Initial]&quot;]. Disquisition Title: [Dissertation/Thesis Title]</td>
</tr>
<tr>
<td>1. Section is equal to &quot;D.1 Education&quot;</td>
<td>[Comment for Section]</td>
</tr>
<tr>
<td>1. Degree is equal to &quot;Post-Doctoral&quot;</td>
<td>[Degree] or [Explanation of &quot;Other&quot;], [Emphasis/Major], [Supporting Areas of Emphasis], [Month Completed Year Completed], [Institution], [Location of Institution]. [Advisor(s)]: [list of [Advisor Information] as &quot;[Last Name], [First Name] [Middle Name/Initial]&quot;]. Disquisition Title: [Dissertation/Thesis Title]</td>
</tr>
<tr>
<td>1. Section is equal to &quot;D.2 Post-Doctoral/Additional Experience&quot;</td>
<td>[Comment for Section]</td>
</tr>
<tr>
<td>1. Section is equal to &quot;D.3 Licensures and Certifications&quot;</td>
<td>[Comment for Section]</td>
</tr>
<tr>
<td>Title of Licensure/Certification], [Sponsoring Organization], [State]. ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year]). Description: [Description]</td>
<td></td>
</tr>
</tbody>
</table>
E. Academic Experience / Employment History

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>Credits</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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<tbody>
<tr>
<td>[Term] [Year]</td>
<td>[Course Prefix] [Course Number] [Section Number]</td>
<td>[Course Name]</td>
<td>[Numb. of Credit Hours]</td>
<td>[Official Enrollment Number]</td>
<td>[Percent Responsible]</td>
<td>[Q1: Course Satisfac.]</td>
<td>[Q2: Instructor as Teacher]</td>
<td>[Q3: Instructor as Communicator]</td>
<td>[Q4: Course Quality]</td>
<td>[Q5: Grading Fairness]</td>
<td>[Q6: Understanding of Content]</td>
</tr>
</tbody>
</table>

a. SROI Open Ended Comments

[Deleted: a.]
Criteria:
1. SROI Open Ended Comments has a value

SROI Open Ended Comments File

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

Screen: Promotion and Tenure (First record) > Comments for Promotion and Tenure Report by Section/Strong
Items: All rows
Criteria:
1. Section is equal to "G.2 Quality of Teaching"

[Comment for Section]

a. Statement by Department Chair or Appropriate Unit Head

Screen: Promotion and Tenure (First record) > Comments for Promotion and Tenure Report by Section/Strong
Items: All rows
Criteria:
1. Section is equal to "G.2a Statement by Department Chair"

[Comment for Section]

b. Statement by Peers

Screen: Promotion and Tenure (First record) > Comments for Promotion and Tenure Report by Section/Strong
Items: All rows
Criteria:
1. Section is equal to "G.2b Statement by Peers"

[Comment for Section]

G.3 Curriculum Development

Screen: Promotion and Tenure (First record) > Comments for Promotion and Tenure Report by Section/Strong
Items: All rows
Criteria:
1. Section is equal to "G.3 Curriculum Development"

[Comment for Section]

a. Contributions in Curriculum Development

Screen: Scheduled Teaching
Items: All records
Criteria:
1. Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.). Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented. Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.) at least one has a value

[Commented [AR3]: Add title for each section]
[Commented [AR4]: Add title]
[Commented [AR5]: Add title]

Screen: Promotion and Tenure (First record) > Comments for Promotion and Tenure Report by Section/Strong
Items: All rows
Criteria:
1. Section is equal to "G.3a Contributions in Curriculum Development"
b. Educational Committees and Activities

<table>
<thead>
<tr>
<th>Screen: Department</th>
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</thead>
<tbody>
<tr>
<td>Items: All records</td>
</tr>
<tr>
<td>Criteria: 1. Purpose is equal to &quot;Teaching&quot;</td>
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</table>

<table>
<thead>
<tr>
<th>Screen: College</th>
</tr>
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<tbody>
<tr>
<td>Items: All records</td>
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<tr>
<td>Criteria: 1. Purpose is equal to &quot;Teaching&quot;</td>
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</table>

<table>
<thead>
<tr>
<th>Screen: University</th>
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<tr>
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<td>Criteria: 1. Purpose is equal to &quot;Teaching&quot;</td>
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<tr>
<td>Items: All records</td>
</tr>
<tr>
<td>Criteria: 1. Purpose is equal to &quot;Teaching&quot;</td>
</tr>
</tbody>
</table>

[[Position/Role] or [Explanation of "Other"], [Committee/Organization Name]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[[Position/Role] or [Explanation of "Other"], [Committee/Organization Name]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[[Position/Role] or [Explanation of "Other"], [Organization/Committee/Club]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[[Position/Role] or [Explanation of "Other"], [Organization/Committee/Club]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria: 1. Section is equal to "G.3b Educational Committees and Activities"

G.4 Academic Advising

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria: 1. Section is equal to "G.4 Academic Advising"

a. Description of Academic and Co-Curricular Advising

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria: 1. Section is equal to "G.4a Description of Academic and Co-Curricular Advising"

b. Formal Undergraduate Advising

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Screen: Academic Advising</th>
<th>Screen: Academic Advising</th>
<th>Screen: Academic Advising</th>
<th>Screen: Academic Advising</th>
<th>Screen: Academic Advising</th>
<th>Screen: Academic Advising</th>
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</thead>
</table>

Report Generated on [Report Run Date]
<table>
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<td>First record</td>
<td>Second record</td>
<td>Third record</td>
<td>Fourth record</td>
<td>Fifth record</td>
</tr>
<tr>
<td>[Academic Year]</td>
<td>[Academic Year]</td>
<td>[Academic Year]</td>
<td>[Academic Year]</td>
<td>[Academic Year]</td>
</tr>
</tbody>
</table>

**# Advised**

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>[Number of Undergraduate Students Advised]</td>
<td>[Number of Undergraduate Students Advised]</td>
<td>[Number of Undergraduate Students Advised]</td>
<td>[Number of Undergraduate Students Advised]</td>
<td>[Number of Undergraduate Students Advised]</td>
</tr>
</tbody>
</table>

---

c. **Student Rating of Advising**

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>

| Criteria: | 1. Section is equal to "G.4b Formal Undergraduate Advising"

(d) **Co-curricular Advising**

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>

| Criteria: | 1. Section is equal to "G.4c Student Rating of Advising"

(e) **Undergraduate Student Researchers Mentored**

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>

| Criteria: | 1. Section is equal to "G.4d Co-Curricular Advising"

(f) **K-12 Students Mentored**

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>

| Criteria: | 1. Section is equal to "G.4e Undergraduate Student Researchers Mentored"

| Criteria: | 1. Involve Type is equal to "K-12 Mentor"
G.4 Graduate Student Mentored

| Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
| Items: All rows
| Criteria: 1. Section is equal to "G.4 Graduate Student Mentored"

Comment for Section

G.5 Graduate Student Advising

| Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
| Items: All rows
| Criteria: 1. Section is equal to "G.5 Graduate Student Advising"

Comment for Section

a. As Major Professor

| Screen: Directed Student Learning (e.g., theses, dissertations)
| Items: All records
| Criteria: 1. Involvement Type is one of: "Master's Thesis Committee Chair", "Dissertation Committee Chair"

Involvement Type

b. As Examining Committee Member

| Screen: Directed Student Learning (e.g., theses, dissertations)
| Items: All records
| Criteria: 1. Involvement Type is one of: "Master's Thesis Committee Member", "Dissertation Committee Member", "Master's Advisor"

Involvement Type
c. Postdoctoral Trainees

| Screen: Directed Student Learning (e.g., theses, dissertations)
| Items: All records
| Criteria: 1. Involvement Type is one of: "Postdoc Supervision"

Involvement Type
d. Other Trainees

| Screen: Directed Student Learning (e.g., theses, dissertations)
| Items: All records
| Criteria: 1. Involvement Type is one of: "Undergraduate Honors Thesis", "Undergraduate Capstone Project Advisor", "Internship Advisor", "Supervised Research", "Supervised Teaching Activity", "Other"

Involvement Type
G.6 Outreach Activities

| Screen: Non-Credit Instruction Taught |
| Items: All records |
| Criteria: |
| 1. Consulting Type is equal to "Academic" |

a. CONSULT

   | Consulting Type or [Explanation of "Other"], [Client/Organization], [Location], ([Start Month Start Day, Start Year - End Month End Day, End Year]). |
   | Description: [Description] |

b. NCTEACH

   | Instruction Type or [Explanation of "Other"], [Course/Presentation Title], [Sponsoring Organization], [Number of Participants participant(s)], ([Start Month Start Day, Start Year - End Month End Day, End Year]). |
   | Description: [Description] |

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

| Screen: Promotion and Tenure (First record) > Comments for Promotion and Tenure Report by Section |
| Items: All rows |
| Criteria: |
| 1. Section is equal to "G.6 Outreach Activities" |

G.8 Teaching Awards and Honors

| Screen: Promotion and Tenure (First record) > Comments for Promotion and Tenure Report by Section |
| Items: All rows |
| Criteria: |
| 1. Section is equal to "G.8 Teaching Awards and Honors" |

Commented [AR12]: Add “Description” title

Commented [AR13]: Add “Description” title

Commented [AR14]: Add “Brief Description” title
H. Research and Creative Activities

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Items: All rows
Criteria:
1. Section is equal to "H. Research"

[Comment for Section]

H.1 Publications

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Items: All rows
Criteria:
1. Section is equal to "H.1 Publications"

[Comment for Section]

H.1.1 Refereed

Screen: Intellectual Contributions
Items: All values
Criteria:
F. Current Status is one of: "Published", "Accepted", "Submitted" and was this peer-reviewed/refereed? is equal to "Yes"

...Contribution Type
...[list of [Contributors] as "[Last Name], [F. N.][M. N.]" ([Year Published]), [Title of Contribution.] In [list of [Contributors] as "[F. N.][M. N.] [Last Name]" ([Ed.),(s.),) [If this is part of a larger work (e.g., a chapter in a book, contribution to a magazine), Title of Larger Work] ([Issue Number/Volume ed., vol. Volume, pp. Page Numbers or Number of Pages],[J] [City and State of Journal/Public:er]: [Journal/Public:er/Proceedings Publisher],[submitted: [Month Submitted Day Submitted, Year Submitted]. Submitted: [Month Submitted Day Submitted, Year Submitted]. Accepted: [Month Accepted Day Accepted, Year Accepted]. [Web Address] [Current Status]
Role: [Describe your role]
Abstract: [Abstract]
File: [Store file]
Comments: [Comments]

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Items: All rows
Criteria:
1. Section is equal to "H.1.1 Refereed"

[Comment for Section]

H.1.2 Not Refereed

Screen: Intellectual Contributions
Items: All values
Criteria:
1. was this peer-reviewed/refereed? is not equal to "Yes"

...Contribution Type
...[list of [Contributors] as "[Last Name], [F. N.][M. N.]" ([Year Published]), [Title of Contribution.] In [list of [Contributors] as "[F. N.][M. N.] [Last Name]" ([Ed.),(s.),) [If this is part of a larger work (e.g., a chapter in a book, contribution to a magazine), Title of Larger Work] ([Issue Number/Volume ed., vol. Volume, pp. Page Numbers or Number of Pages],[J] [City and State of Journal/Public:er]: [Journal/Public:er/Proceedings Publisher],[submitted: [Month Submitted Day Submitted, Year Submitted]. Submitted: [Month Submitted Day Submitted, Year Submitted]. Accepted: [Month Accepted Day Accepted, Year Accepted]. [Web Address] [Current Status]
Role: [Describe your role]
Abstract: [Abstract]
File: [Store file]
Comments: [Comments]
Criteria:
1. Section is equal to "H.1.2 Not Refereed"

[Comment for Section]

H.1.3 Artistic and Professional Performances and Exhibits

Screen: Artistic and Professional Performances and Exhibits
Items: All records

[Type of Work] or [Explanation of "Other"]]: [list of [Performers/Exhibitors/Lecturers] as "[Last Name], [F. N.] [M. N.]"], "[Work/Exhibit Title]." [Name of Performing Group], [Sponsor], [Location (City, State, Country)]. [Start Month Start Day, Start Year - End Month End Day, End Year].

Brief Description: [Brief Description]

H.1.4 Media Contributions

Screen: Media Contributions
Items: All records

[Media Type] or [Explanation of "Other"]

"[Media Title/Topic]," [Media Name], [Location]. [Month Day, Year].

Description: [Description]
Web Address: [Web Address]

H.2 Presentations

Screen: Presentations
Items: All records

[Scope]

[list of [Presenters/Authors] as "[Last Name], [F. N.] [M. N.] ([Role])"], [Conference/Meeting Name], [[Presentation Type] or [Explanation of "Other"]], "[Presentation Title]," [Sponsoring Organization], [Location]. [Start Month Start Day, Start Year - End Month End Day, End Year].

Abstract/Synopsis: [Abstract/Synopsis]
Presentation File: [Presentation File]

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria: 1. Section is equal to "H.2 Presentations"

[Comment for Section]

H.3 Funded Proposals

Screen: Contracts, Fellowships, Grants and Sponsored Research
Items: All records
Criteria: 1. Current Status is equal to "Funded"

[list of [Investigators] as "[Last Name], [F. N.] [M. N.] ([Role: Role Description])"], "[Title]," Sponsored by [Originating Sponsoring Organization], [Awarding Organization Is], $[Amount]. [Start Month Start Day, Start Year - End Month End Day, End Year].

Abstract: [Abstract]
Award Letter: [Store file]

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria: 1. Section is equal to "H.3 Funded Proposals"

[Comment for Section]

H.4 Pending or Rejected Proposals

Screen: Contracts, Fellowships, Grants and Sponsored Research
Items: All records
Criteria: 1. Current Status is not equal to "Funded"

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria: 1. Section is equal to "H.4 Pending or Rejected Proposals"

[Comment for Section]

Report Generated on [Report Run Date] 13
H.5 Creative Activities / Research and Development of New Items

IP Type or [Explanation of "Other"]

H.6 Personal/Professional Development to Improve Research Effectiveness

H.7 Research Awards and Honors

I. Service
I.1 Department Service

Screen: Department
Items: All records

[(Position/Role) or [Explanation of "Other"], [Committee/Organization Name], (Start Month Start Day, Start Year - End Month End Day, End Year)].
Responsibilities: [Responsibilities/Brief Description]
Committee's Key Accomplishments: [Brief Description of Committee's Key Accomplishments]

Screen: Promotion and Tenure (First record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. Section is equal to "I.1 Department Service"
[Comment for Section]

I.2 College Service

Screen: College
Items: All records

[(Position/Role) or [Explanation of "Other"], [Committee/Organization Name], (Start Month Start Day, Start Year - End Month End Day, End Year)].
Responsibilities: [Responsibilities/Brief Description]
Committee's Key Accomplishments: [Brief Description of Committee's Key Accomplishments]

Screen: Promotion and Tenure (First record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. Section is equal to "I.2 College Service"
[Comment for Section]

I.3 University Service

Screen: University
Items: All records

[(Position/Role) or [Explanation of "Other"], [Committee/Organization Name], (Start Month Start Day, Start Year - End Month End Day, End Year)].
Responsibilities: [Responsibilities/Brief Description]
Committee's Key Accomplishments: [Brief Description of Committee's Key Accomplishments]

Screen: Promotion and Tenure (First record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. Section is equal to "I.3 University Service"
[Comment for Section]

I.4 Other Professional Service

Screen: Professional
Items: All records

[(Position/Role) or [Explanation of "Other"], [Organization/Committee/Club], [City], [State], (Start Month Start Day, Start Year - End Month End Day, End Year)].
Responsibilities: [Responsibilities/Brief Description]
Committee's Key Accomplishments: [Brief Description of Committee's Key Accomplishments]

Screen: Promotion and Tenure (First record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. Section is equal to "I.4 Other Committee or Organization Involvement"
[Comment for Section]

I.5 Public Service

Screen: Public
Items: All records


| Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section | Items: All rows | Criteria:  
1. **Section** is equal to "I.5 Public Service" |

**L6 Personal/Professional Development to Improve Service Effectiveness**

| Screen: Faculty Development Activities Attended | Items: All records | Criteria:  
1. **Purpose** contains one of the substrings: "Leadership", "Service" |

**Purpose**

[[Activity Type] or [Explanation of "Other"], [Title], [Sponsoring Organization], [City], [State], [Country]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).  
Brief Description: [Brief Description/Explanation]

| Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section | Items: All rows | Criteria:  
1. **Section** is equal to "I.6 Service Awards and Honors" |

**L7 Service Awards and Honors**

| Screen: Awards and Honors | Items: All records | Criteria:  
1. **Purpose** contains the text "Service" |

[Nominated for] [Award or Honor Name], [Organization/Sponsor]. [Recognition Level][Month Received Day Received, Year Received].  
Brief Description: [Brief Description/Explanation]

| Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section | Items: All rows | Criteria:  
1. **Section** is equal to "J. Awards and Honors" |

**J. Awards and Honors**

| Screen: Awards and Honors | Items: Records not displayed above | Criteria:  
| Nominated for | [Award or Honor Name], [Organization/Sponsor]. [Recognition Level][Month Received Day Received, Year Received].  
| Brief Description: [Brief Description/Explanation] |

| Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section | Items: All rows | Criteria:  
1. **Section** is equal to "K. Unit Promotion and Tenure Criteria" |

**K. Unit Promotion and Tenure Criteria**

| Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section | Items: All rows | Criteria:  
| K.1 Department PTE Document | }
1. **Section** is equal to "K.1 Department PTE Document"

File for Section

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. **Section** is equal to "K.1 Department PTE Document"

[Comment for Section]

**K.2 College PTE Document**

Screen: Promotion and Tenure (first record) > <strong>Files for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. **Section** is equal to "K.2 College PTE Document"

File for Section

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. **Section** is equal to "K.2 College PTE Document"

[Comment for Section]

**L. Annual Review Reports**

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. **Section** is equal to "L. Annual Review Reports"

[Comment for Section]

**L.1 All Annual Reviews**

Screen: Promotion and Tenure (first record) > <strong>Files for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. **Section** is equal to "L.1 All Annual Reviews"

File for Section

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. **Section** is equal to "L.1 All Annual Reviews"

[Comment for Section]

**L.2 Third Year Review Report**

Screen: Promotion and Tenure (first record) > <strong>Files for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. **Section** is equal to "L.2 Third Year Review Report"

File for Section

Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria:
1. **Section** is equal to "L.2 Third Year Review Report"

[Comment for Section]
A. Recommendations

1. Department PTE Committee Recommendation Letter

2. Department Chair Recommendation Letter

3. College PTE Committee Recommendation Letter

4. College Dean Recommendation Letter

5. Provost Recommendation Letter

6. President Approval/Recommendation Letter

B. Letters of Evaluation (not required)

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

2. External Letters of Evaluation