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. 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>Department/Unit PTE Committee Chair</th>
<th>Signature: _____________________________</th>
<th>Date: _____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit PTE Chair or Head</td>
<td>Signature: _____________________________</td>
<td>Date: _____________</td>
</tr>
<tr>
<td>Chair College PTE Committee</td>
<td>Signature: _____________________________</td>
<td>Date: _____________</td>
</tr>
<tr>
<td>Dean of the College</td>
<td>Signature: _____________________________</td>
<td>Date: _____________</td>
</tr>
<tr>
<td>Other (e.g. Extension)</td>
<td>Signature: _____________________________</td>
<td>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>
Portfolio Cover Page for Promotion and Tenure 2017-2018

DEMOGRAPHIC DATA:
Name: 
Rank: 
Department: 
College: 

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></td>
<td>Materials Added: Date:</td>
</tr>
<tr>
<td>Dept. PTE Committee</td>
<td>________________________</td>
</tr>
<tr>
<td>Dept. Chair</td>
<td>________________________</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>
</tr>
</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
C. Appointment Letter and Position Description / Special Agreements

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Promotion and Tenure (first record) &gt; Comments for Promotion and Tenure Report by Section</th>
<th>Items: All rows</th>
<th>Criteria: 1. Section is equal to &quot;C. Appointment Letter and Position Description / Special Agreements&quot;</th>
</tr>
</thead>
</table>

**C.1 Letter of Appointment**

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Permanent Data</th>
<th>Items: All records</th>
</tr>
</thead>
</table>

**C.2 NDSU Job Descriptions**


Title/Position, [Organization], ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Brief Description: [Brief Description]

**C.3 Administrative Assignments**

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Administrative Assignments</th>
<th>Items: All records</th>
</tr>
</thead>
</table>

[Position/Role or Explanation of "Other"], [Scope], [Unit], approximately [Approx. Number of Hours Spent Per Year] hours spent per year. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Responsibilities/Brief Description: [Responsibilities/Brief Description]

Accomplishments/Progress of Goals: [Accomplishments/Progress of Goals]

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

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Permanent Data = Rank</th>
<th>Items: All rows</th>
</tr>
</thead>
</table>

**File for Section**

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Promotion and Tenure (first record) &gt; Comments for Promotion and Tenure Report by Section</th>
<th>Items: All rows</th>
<th>Criteria: 1. Section is equal to &quot;C.2 NDSU Job Descriptions&quot;</th>
</tr>
</thead>
</table>

**Field Code Changed**
C.5 Previous Tenure/Promotion Consideration (if applicable)

Screen: Permanent Data => Rank
Items: All rows

Tenure/Promotion Consideration

Screen: Promotion and Tenure (first record) => strongComments for Promotion and Tenure Report by Section=>strong
Items: All row
Criteria: 1. Section is equal to "C.4 Previous Tenure/Promotion Consideration"
[Comment for Section]

D. Academic Background

Screen: Promotion and Tenure (first record) => strongComments for Promotion and Tenure Report by Section=>strong
Items: All row
Criteria: 1. Section is equal to "D. Academic Background"
[Comment for Section]

D.1 Degrees

Screen: Degrees
Items: All records
Criteria: 1. Degree is not equal to "Post-Doctoral"

[[Degree] or [Explanation of "Other"], [Emphasis/Major], [Supporting Areas of Emphasis], [Month Completed Year Completed], [Institution], [Location of Institution], [Advisors:Advisor] [list of [Advisor Information] as "[Last Name], [First Name] [Middle Name/Initial]"]
Disquisition Title: [Dissertation/Thesis Title]

Screen: Promotion and Tenure (first record) => strongComments for Promotion and Tenure Report by Section=>strong
Items: All row
Criteria: 1. Section is equal to "D.1 Education"
[Comment for Section]

D.2 Post-Doctoral / Additional Experience

Screen: Degrees
Items: All records
Criteria: 1. Degree is equal to "Post-Doctoral"

[[Degree] or [Explanation of "Other"], [Emphasis/Major], [Supporting Areas of Emphasis], [Month Completed Year Completed], [Institution], [Location of Institution], [Advisors:Advisor] [list of [Advisor Information] as "[Last Name], [First Name] [Middle Name/Initial]"]
Disquisition Title: [Dissertation/Thesis Title]

Screen: Promotion and Tenure (first record) => strongComments for Promotion and Tenure Report by Section=>strong
Items: All row
Criteria: 1. Section is equal to "D.2 Post-Doctoral/Additional Experience"
[Comment for Section]

D.3 Licensures and Certifications

Screen: Licensures and Certifications
Items: All records

[Title of Licensure/Certification], [Sponsoring Organization], [State], ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year])
Description: [Description]
E. Academic Experience / Employment History

[Table: Academic, Government, Military and Professional Positions]

Brief Description: [Brief Description]

F. Statement of Context and Accomplishment

[Table: Promotion and Tenure]}

Files for Promotion and Tenure Report by Section

[Table: Promotion and Tenure]}

Comments for Promotion and Tenure Report by Section

Items: All rows

Criteria:

1. Section is equal to "E. Academic Experience/Employment History"

[Comment for Section]

G. Teaching, Advising, and Curriculum Development

[Table: Scheduled Teaching]

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

[Table: Scheduled Teaching]

a. SROI Open Ended Comments

[Table: Scheduled Teaching]
Criteria:

1. SROI Open Ended Comments has a value

[Term] [Year], [Course Prefix] [Course Number]-[Section Number]

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 and Strong
Items: All row
Criteria: 1. Section is equal to 'G.2 Quality of Teaching'

[Comment for Section]

URL to download: [File 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 and Strong
Items: All row
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 and Strong
Items: All row
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 and Strong
Items: All row
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

[Term] [Year], [Course Prefix] [Course Number]-[Section Number]

Description of pedagogical innovations: [Describe any pedagogical innovations that you introduced into this course] *
(e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

Description of new teaching material: [Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented]

Description of activities that enhanced student learning and/or contact with the community: [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.)]

Field Code Changed

Commented [RA2]: Add “Term Year, Course Prefix, Course Number-Section Number” sub-header to citation to each record

Formatted: Indent: Left: 1"
1. Section is equal to "G.3a Contributions in Curriculum Development"

   [Comment for Section]

   b. Educational Committees and Activities

<table>
<thead>
<tr>
<th>Screen</th>
<th>Item</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>All records</td>
<td>1. Purpose is equal to &quot;Teaching&quot;</td>
</tr>
<tr>
<td>College</td>
<td>All records</td>
<td>1. Purpose is equal to &quot;Teaching&quot;</td>
</tr>
<tr>
<td>University</td>
<td>All records</td>
<td>1. Purpose is equal to &quot;Teaching&quot;</td>
</tr>
<tr>
<td>Professional</td>
<td>All records</td>
<td>1. Purpose is equal to &quot;Teaching&quot;</td>
</tr>
<tr>
<td>Public</td>
<td>All records</td>
<td>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"], [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"

   [Comment for Section]

   G.4 Academic Advising

<table>
<thead>
<tr>
<th>Screen</th>
<th>Item</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion and Tenure (first record) &gt; &lt;strong&gt;Comments for Promotion and Tenure Report by Section&lt;/strong&gt;</td>
<td>All rows</td>
<td></td>
</tr>
</tbody>
</table>

   Criteria: 1. Section is equal to "G.4 Academic Advising"

   [Comment for Section]

   a. Description of Academic and Co-Curricular Advising

<table>
<thead>
<tr>
<th>Screen</th>
<th>Item</th>
<th>Criteria</th>
</tr>
</thead>
</table>

   Criteria: 1. Section is equal to "G.4a Description of Academic and Co-Curricular Advising"

   [Comment for Section]

   b. Formal Undergraduate Advising
<table>
<thead>
<tr>
<th>Academic Year Screen: Academic Advising Items: First record</th>
<th>Academic Year Screen: Academic Advising Items: Second record</th>
<th>Academic Year Screen: Academic Advising Items: Third record</th>
<th>Academic Year Screen: Academic Advising Items: Fourth record</th>
<th>Academic Year Screen: Academic Advising Items: Fifth record</th>
</tr>
</thead>
<tbody>
<tr>
<td># Advised [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**

**d. Co-curricular Advising**

**e. Undergraduate Student Researchers Mentored**

**f. K-12 Students Mentored**
Criteria:
1. Involvement Type is equal to "K-12 Mentor"

[Student First Name] [Student Last Name] [Student Degree] ([Program]), [Graduation Semester:] [Graduation Semester Term] [Graduation Semester Year] [Organization]. Semester Started: [Semester Started Term] [Semester Started Year] [Stage of Completion]. [Semester Completed Term] [Semester Completed Year]. Comments: [Comments]

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.4f K-12 Students Mentored"

[Comment for Section]

G.5 Graduate Student 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.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", "Dissertation Committee Co-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: "Postdoc Supervision"

[Involvement Type]
Involvement Type

[Student First Name] [Student Last Name] [Student Degree] ([Program]), [Graduation Semester Term] [Graduation Semester Year] [Organization]. Semester Started: [Semester Started Term] [Semester Started Year] [Stage of Completion]. Semester Completed: [Semester Completed Term] [Semester Completed Year].

Comments: [Comments]

G.6 Outreach Activities

Screen: Non-Credit Instruction Taught
Items: All records

Screen: Consulting
Items: All records

Criteria:
1. Consulting Type is equal to "Academic"

a. [Screen Specific Header]

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

Description: [Description]

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

Criteria: 1. Section is equal to "G.6 Outreach Activities"

[Comment for Section]

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

Screen: Faculty Development Activities Attended
Items: All records

Criteria: (is one of):
1. Purpose is equal to "Extension"
2. Purpose is equal to "Teaching"

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

Criteria: 1. Section is equal to "G.7 Personal/Professional Development Activities"

[Comment for Section]

G.8 Teaching Awards and Honors

Screen: Awards and Honors
Items: All records

Criteria: 1. Purpose is equal to "Teaching"

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

Brief Description: [Brief Description/Explanation]
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"

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"

H.1.1 Refereed

Screen: Intellectual Contributions

Items: All values
Criteria:
1. Current Status is one of: "Published", "Accepted" and Was this peer-reviewed/refereed? is equal to "Yes"

Contribution Type

[...]

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

[...]

Commented [RA3]: Remove “was this peer-reviewed/refereed?” from criteria

Formatted: Indent: Left: 0.75", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Field Code Changed
H.1.3 Artistic and Professional Performances and Exhibits

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

[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

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

"[Media Title/Topic], [Media Name], [Location], (Month Day, Year).
Web Address: [Web Address]
Description: [Description]

H.2 Presentations

[Scope]

[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: [Presentation]
Comments: [Comments]

H.3 Funded Proposals

[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: [Award Letter]
H.4 Pending or Rejected Proposals

* - 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]

H.5 Creative Activities / Research and Development of New Items

* - [IP Type] or [Explanation of "Other"]

- list of [Inventors] as "[Last Name], [F. N.] [M. N.]" [Title], [Patent Cooperation Treaty: [If Patent Cooperation Treaty, List Nations]], Registration Number: [Registration Number], Licensed to: [If patent has been licensed, to whom?], Assigned to: [If patent has been assigned, to whom?], [Submitted: [Month Submitted to University Day Submitted to University, Year Submitted to University], Application: [Month of Application Day of Application, Year of Application], Approved: [Month Patent Approved Day Patent Approved, Year Patent Approved], Licensed: [Month Licensed Day Licensed, Year Licensed], Renewal: [Renewal Month Renewal Day, Renewal Year]].

Comments: [Comments]

H.6 Personal/Professional Development to Improve Research Effectiveness

- ([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]

H.7 Research Awards and Honors

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

Brief Description: [Brief Description/Explanation]
<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Items: All records</th>
<th>Criteria: Section is equal to 'I. Service'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment for Section</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### I.1 Department Service

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Items: All records</th>
<th>Criteria: Section is equal to 'I.1 Department Service'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment for Section</td>
<td></td>
<td></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]).
- Responsibilities: [Responsibilities/Brief Description]
- Committee's Key Accomplishments: [Brief Description of Committee's Key Accomplishments]

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Items: All records</th>
<th>Criteria: Section is equal to 'I.2 College Service'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment for Section</td>
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### I.2 College Service

<table>
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<th>Items: All records</th>
<th>Criteria: Section is equal to 'I.2 College Service'</th>
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</thead>
<tbody>
<tr>
<td>Comment for Section</td>
<td></td>
<td></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]).
- Responsibilities: [Responsibilities/Brief Description]
- Committee’s Key Accomplishments: [Brief Description of Committee’s Key Accomplishments]

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Items: All records</th>
<th>Criteria: Section is equal to 'I.3 University Service'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment for Section</td>
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</table>

### I.3 University Service

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Items: All records</th>
<th>Criteria: Section is equal to 'I.3 University Service'</th>
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</thead>
<tbody>
<tr>
<td>Comment for Section</td>
<td></td>
<td></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]).
- Responsibilities: [Responsibilities/Brief Description]
- Committee’s Key Accomplishments: [Brief Description of Committee’s Key Accomplishments]

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Items: All records</th>
<th>Criteria: Section is equal to 'I.4 Other Professional Service'</th>
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</thead>
<tbody>
<tr>
<td>Comment for Section</td>
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<td></td>
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</table>

### I.4 Other Professional Service

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Items: All records</th>
<th>Criteria: Section is equal to 'I.4 Other Professional Service'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment for Section</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- ([Position/Role] or [Explanation of "Other"], [Organization/Committee/Club], [City], [State], [Country], [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]

Report Generated on [Report Run Date] 15
1. Section is equal to "I.4 Other Committee or Organization Involvement"

[Comment for Section]

I.5 Public Service

Screen: Public Items: All records

[(Position/Role) or [Explanation of "Other"], [Organization/Committee/Club], [City], [State], [Country], ([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.5 Public Service"

[Comment for Section]

I.6 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]

I.7 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) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria: 1. Section is equal to "I.6 Service Awards and Honors"

[Comment for Section]

J. Awards and Honors

Screen: Awards and Honors Items: Records not displayed above

[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) > <strong>Comments for Promotion and Tenure Report by Section</strong>
Items: All rows
Criteria: 1. Section is equal to "J. Awards and Honors"

[Comment for Section]

K. Unit Promotion and Tenure Criteria

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. Unit Promotion and Tenure Criteria"
   [Comment for Section]

K.1 Department PTE Document

```
File for Section

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

[Comment for Section]

K.2 College PTE Document

```
File for Section

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

[Comment for Section]

L. Annual Review Reports

```
File for Section

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

[Comment for Section]

L.1 All Annual Reviews

```
File for Section

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

[Comment for Section]

L.2 Third Year Review Report

```
File for Section

Screen: Promotion and Tenure (first record) > <strong>Files for Promotion and Tenure Report by Section</strong>
Items: All row
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