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: _____________________________________________________________

| Department/Unit PTE Committee Chair | Signature: _____________________________ | Date: _____________ |
| Department/Unit PTE Chair or Head | Signature: _____________________________ | Date: _____________ |
| Chair College PTE Committee | Signature: _____________________________ | Date: _____________ |
| Dean of the College | Signature: _____________________________ | Date: _____________ |
| Other (e.g. Extension) | Signature: _____________________________ | Date: _____________ |

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 ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ 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 ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Members were elected according to department's PTE standards.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Potential conflict of interest situations were identified/mitigated.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>No faculty member being considered for promotion served on PTE committee.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>No administrators, as identified by Policy 352, served on PTE committee</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Departmental voting procedures on applicant's candidacy were followed.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ 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 ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Candidate received letter of evaluation/recommendation by due date.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Candidate was accorded 14 calendar days to respond.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Department specific procedures were followed.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Committee deliberations were kept confidential.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ 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 ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Portfolio was submitted to the college level by the due date.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ 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 ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>No administrators, as identified by Policy 352, served on the College Committee.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Potential conflict of interest was identified/mitigated.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>No faculty member being considered for promotion served on PTE committee.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Information added conformed to materials listed in Policy 352, section 6.2.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>College and Dean reviews were conducted separately and independently of each other.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ 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 ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Candidate received copy of letter of evaluation/recommendation by due date.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Committee deliberations were kept confidential.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>The College's PTE document is consistent with Policy 352.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Portfolio was submitted to Provost by the due date.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
<tr>
<td>Candidate received copy of the completed policy &amp; procedures checklist.</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
<td>☐ Yes ☐ N/A ☐ Yes ☐ N/A</td>
</tr>
</tbody>
</table>
**Portfolio Cover Page for Promotion and Tenure 2016-2017**

**DEMOGRAPHIC DATA:**

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

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

**VOTE TALLY**

<table>
<thead>
<tr>
<th>Number of Votes for:</th>
<th>Tenure*</th>
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<th>Promotion</th>
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<tbody>
<tr>
<td></td>
<td>Recommend</td>
<td>Day</td>
<td>Abstain</td>
<td>Recommend</td>
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<td>Dept. PTE Committee</td>
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</tr>
<tr>
<td>President</td>
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</tbody>
</table>

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

------------------------

Department/Unit Signature ___________________________ Dean Signature ___________________________
ZHANG, QIFENG

C. Appointment Letter and Position Description / Special Agreements
   C.1 Letter of Appointment
      qifeng.zhang/admin_perm/zhang letter-1.pdf
   C.2 NDSU Job Descriptions
      Assistant Professor, Department Electrical & Computer Engineer, North Dakota State University. (2016 - Present).
   C.3 Prior Service Agreement of Tenure-Track Appointment (if applicable)
   C.4 Previous Tenure/Promotion Consideration (if applicable)

D. Academic Background
   D.1 Degrees
   D.2 Post-Doctoral / Additional Experience
   D.3 Licensures and Certifications

E. Academic Experience / Employment History
   Associate Professor, Peking University. (2003 - 2006).
   Acting Assistant Professor – Temp, University of Washington. (2006 - 2010).
   Research Assistant Professor, University of Washington. (2010 - 2016).
   Assistant Professor, Department Electrical & Computer Engineer, North Dakota State University. (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>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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<tr>
<td>Fall 2016</td>
<td>ECE 301</td>
<td>Electrical Engineering I</td>
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<td>100</td>
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<td></td>
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</tr>
</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

b. Educational Committees and Activities

G.4 Academic Advising

a. Description of Academic and Co-Curricular Advising

b. Formal Undergraduate Advising

<table>
<thead>
<tr>
<th>Academic Year</th>
<th># Advised</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. Student Rating of Advising

d. Co-curricular Advising

e. Undergraduate Student Researchers Mentored

f. K-12 Students Mentored

G.5 Graduate Student Advising

a. As Major Professor

b. As Examining Committee Member

c. Postdoctoral and Other Trainees

G.6 Outreach Activities

G.7 Personal / Professional Development to Improve Teaching Effectiveness

G.8 Teaching Awards and Honors

H. Research and Creative Activities

H.1 Publications

H.1.1 Journal Articles

Published


Zhang, Q., Schmidt, N., Lan, J. L., Kim, W. W., Cao, G. Z. (2014). A facile method for the synthesis of the Li0.3La0.57TiO3 solid state electrolyte. *Chemical Communications*, 50, 5593-5596.


H.1.2 Books, Chapters, and Conference Proceedings

H.1.3 Not Refereed

Book


Book Chapter


Highlight Paper

Zhang, Q., Schmidt, N., Lan, J. L., Kim, W. W., Cao, G. Z. (2014). A facile method for the synthesis of the Li0.3La0.57TiO3 solid state electrolyte (vol. 50, pp. 5593-5596). Chemical Communications.


### H.2 Presentations

Zhang, Q., Cao, G. Z., 2016 The Electronic Materials and Applications, "A facile method for the synthesis of Li0.3La0.57TiO3 solid state electrolyte."


Wang, D. L., Zhang, Q., 13th Annual Western Regional International Health Conference, "Make Monitoring Diabetes Easier with a Breath Analyzer (Exhibit + Poster)."

Zhang, Q., Cao, G. Z., CPAC (-Center for Process Analysis & Control) Meeting, "Low Cost and High Performance Batteries."


Zhang, Q., Sharp Laboratories of America (SLA), "Functional Materials for Energy Conversion and Storage."

Zhang, Q., MSE 399: Undergraduate Research Seminar.

Zhang, Q., Yodyingyong, S., Xi, J. T., Yang, Z., Cao, G. Z., 243rd ACS National Meeting & Exposition, "Engineering nanostructures for solar cell applications," San Diego, California.

Zhang, Q., Wiranwetchayan, O., Liang, Z. Q., Cao, G. Z., 243rd ACS National Meeting & Exposition, "Role of oxide buffer layer in polymer solar cells with inverted structure," Diego, California.


Liu, D. W., Zhang, Q., Garcia, B. B., Guo, Q., Champion, R., Cao, G. Z., Xiao, P., Materials Science and Technology Conference and Exhibition, MS and T’07 - "Exploring Structure, Processing, and Applications Across Multiple Materials Systems, "Growth of hydrous manganese oxides nanowall arrays and their Li-ion intercalation property," Detroit, MI.

Wu, J. L., Sun, H., Zhang, Q., The 8th National Vacuum Metallurgy and Surface Engineering Conference, "Optically driven lasing and electrically driven UV light emission of ZnO nanowires."


Zhang, Q., Sun, H., Pan, G. H., Zhang, J. Y., Liu, W. M., Xue, Z. Q., Wu, J. L., 2006 National Conference on Thin Film Technology, "Vapor deposition synthesis and growth behavior of one-dimensional ZnO."


Wu, J. L., Zhang, Q., Liang, R. S., Wang, S. F., Gong, Q. H., 2000 Conference of the China Association for Science and Technology, "Optical Kerr effect of Ag-BaO thin film."


H.3 Funded Proposals

H.4 Pending or Rejected Proposals


Zhang, Q., "Nanostructured vanadium pentoxides for lithium-ion batteries," Sponsored by Commercialization Gap Fund (CGF) - University of Washington Center for Commercialization (C4C). (2011 - 2013).

Zhang, Q., "Scale-up fabrication of nanostructured V2O5 cathode for high energy density Li-ion batteries," Sponsored by University of Washington Center for Commercialization (C4C). (2011 - 2013).


Zhang, Q., "ZnO Nanowire Ultraviolet Nanolaser," Sponsored by National Science Foundation of Beijing, China (NSF-Beijing, China). (2004 - 2006).


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


H.6 Research Awards and Honors

Kodak Scholarship, Peking University. (2000).

“5.4” Scholarship, Peking University. (1999).

People’s Scholarship, Beijing Institute of Technology. (1995).

People’s Scholarship, Beijing Institute of Technology. (1993).

People’s Scholarship, Beijing Institute of Technology. (1992).

People’s Scholarship, Beijing Institute of Technology. (1991).

I. Service

I.1 Department Service

I.2 College Service

I.3 University Service

I.4 Other Professional Service

Editor, Associate Editor, American Journal of Nanotechnology. (2016 - Present).

Editor, Associate Editor, Advances in Renewable Energy. (2015 - Present).


New University Researchers Start-up Program. (2014 - Present).

American Association for the Advancement of Science (AAAS). (2013 - Present).


Research Grants Council (RGC) of Hong Kong. (2010 - Present).


National Science Foundation (NSF), Reviewer and panelist for Catalysis and Biocatalysis Program, Division of Chemical, Bioengineering, Environmental, and Transport Systems (CBET). (2016).
Committee Member, International Conference on Materials and Applications for Sensors and Transducers (Prague, Czech Republic). (September 13, 2013 - September 17, 2013).
Louisiana Board of Regents' Pilot Funding for New Research (Pfund) program. (2011).

I.5 Public Service

I.6 Service Awards and Honors

Excellent Post Doctorate with Honors, Peking University. (2004).
Top Academic Achievement Award, Peking University. (1998).
Excellent Student Leader with Honors, Beijing Institute of Technology. (1994).

J. Awards and Honors

Fellowship for Excellent Graduate Student, Chinese Vacuum Society. (1997).
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
   L.2 Third Year Review Report
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