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: _____________________________________________________________

### Department Level Evaluation

<table>
<thead>
<tr>
<th>Evaluator</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit PTE Committee Chair</td>
<td>Signature</td>
<td>Date</td>
</tr>
<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.

### College Level Evaluation

<table>
<thead>
<tr>
<th>Evaluator</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

### Department Level Evaluation

<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>

### College Level Evaluation

<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 conforms 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>
Portoflio 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:

ROUTING
Portfolio Received: 
Date:

ADDED MATERIALS INVENTORY

Materials Added: 
By:
Date:

VOTE TALLY

Number of Votes for: 
Tenure* 
Promotion 

Recommend 
Day 
Abstain 
Recommend 
Day 
Abstain

Dept. PTE Committee 
Dept. Chair 
College PTE Committee 
College Dean 
Director 
Provost 
President

Dept. PTE Committee 
Dept. Chair 
College PTE Committee 
College Dean 
Director 
Provost 
President

* 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]
# 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

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

Field Code Changed

### C.2 NDSU Job Descriptions

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record) &gt; &lt;strong&gt;Comments for Promotion and Tenure Report by Section&lt;/strong&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items: All records</td>
</tr>
<tr>
<td>Criteria:</td>
</tr>
<tr>
<td>1. Section is equal to &quot;C.1 Letter of Appointment&quot;</td>
</tr>
</tbody>
</table>

Field Code Changed

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

Field Code Changed

### C.3 Administrative Assignments

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

Field Code Changed

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

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

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

D. Academic Background

D.1 Degrees

D.2 Post-Doctoral / Additional Experience

D.3 Licenses and Certifications
E. Academic Experience / Employment History

- Screen: Academic, Government, Military and Professional Positions
  - Items: All records

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

F. Statement of Context and Accomplishment

- Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
  - Items: All rows
  - Criteria: Section is equal to "E. Academic Experience/Employment History"

- Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
  - Items: All rows
  - Criteria: Section is equal to "F. Statement of Context and Accomplishment"

G. Teaching, Advising, and Curriculum Development

- Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
  - Items: All rows
  - Criteria: Section is equal to "G. Teaching, Advising, and Curriculum Development"

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

- Screen: Scheduled Teaching
  - Items: All records

<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>
</tr>
</thead>
<tbody>
<tr>
<td>[Term]</td>
<td>[Year]</td>
<td>[Course Prefix]</td>
<td>[Course Number]</td>
<td>[Course Name]</td>
<td>[Numb of Credit Hours]</td>
<td>[Official Enrollment Number]</td>
<td>[Percent Responsible]</td>
<td>[Q1: Course Satisfaction]</td>
<td>[Q2: Instructor as Teacher]</td>
<td>[Q3: Instruction as Communicator]</td>
<td>[Q4: Course Quality]</td>
</tr>
</tbody>
</table>

- Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
  - Items: All rows
  - Criteria: Section is equal to "G.1 Courses Taught at NDSU and Student Ratings of Instruction"

  a. SROI Open Ended Comments

- Screen: Scheduled Teaching
  - Items: All records
  - Criteria:
G.2 Quality of Teaching (Administration and Peer Evaluation)

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Promotion and Tenure (first record)</th>
<th>Comments for Promotion and Tenure Report by Section</th>
<th>Criteria:</th>
<th>1. Section is equal to 'G.2. Quality of Teaching'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items:</td>
<td>All rows</td>
<td>Comment for Section</td>
<td>URL to download: [File for Section]</td>
<td></td>
</tr>
</tbody>
</table>

a. Statement by Department Chair or Appropriate Unit Head

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Promotion and Tenure (first record)</th>
<th>Comments for Promotion and Tenure Report by Section</th>
<th>Criteria:</th>
<th>1. Section is equal to 'G.2a Statement by Department Chair'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items:</td>
<td>All rows</td>
<td>Comment for Section</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Statement by Peers

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Promotion and Tenure (first record)</th>
<th>Comments for Promotion and Tenure Report by Section</th>
<th>Criteria:</th>
<th>1. Section is equal to 'G.2b Statement by Peers'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items:</td>
<td>All rows</td>
<td>Comment for Section</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G.3 Curriculum Development

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Promotion and Tenure (first record)</th>
<th>Comments for Promotion and Tenure Report by Section</th>
<th>Criteria:</th>
<th>1. Section is equal to 'G.3 Curriculum Development'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items:</td>
<td>All rows</td>
<td>Comment for Section</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. Contributions in Curriculum Development

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Schedule Teaching</th>
<th>Items:</th>
<th>All records</th>
<th>Criteria:</th>
<th>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</th>
</tr>
</thead>
</table>

b. Educational Committees and Activities

Field Code Changed

Commented [RA4]: Print hard coded label "Description of pedagogical innovations" only if data exists.

Commented [RA5]: Print hard coded label “Description of new teaching material” only if data exists.

Commented [RA6]: Print hard coded label “Description of activities that enhanced student learning and/or contact with the community” only if data exists.
Screen: Department
Items: All records
Criteria:
1. Purpose is equal to "Teaching"

Screen: College
Items: All records
Criteria:
1. Purpose is equal to "Teaching"

Screen: University
Items: All records
Criteria:
1. Purpose is equal to "Teaching"

Screen: Professional
Items: All records
Criteria:
1. Purpose is equal to "Teaching"

Screen: Public
Items: All records
Criteria:
1. Purpose is equal to "Teaching"

[[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 row
Criteria:
1. Section is equal to "G.3b Educational Committees and Activities"
[Comment for Section]

G.4 Academic Advising

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

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

b. Formal Undergraduate Advising

|---------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|

Report Generated on [Report Run Date]
# Advised  
| [Academic Year] | [Academic Year] | [Academic Year] | [Academic Year] | [Academic Year] |

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section and String  
Criteria:  
1. Section is equal to "G.4b Formal Undergraduate Advising"  
[Comment for Section]

c. Student Rating of Advising  

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section and String  
Criteria:  
1. Section is equal to "G.4c Student Rating of Advising"  
[Comment for Section]

d. Co-curricular Advising  

Screen: Directed Student Learning (e.g., theses, dissertations)  
Criteria:  
1. Involvement Type is equal to "Student Organization Advisor"  
[Involvement Type] or [Explanation of "Other"]  

| 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  

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section and String  
Criteria:  
1. Section is equal to "G.4d Co-curricular Advising"  
[Comment for Section]

e. Undergraduate Student Researchers Mentored  

Screen: Directed Student Learning (e.g., theses, dissertations)  
Criteria:  
1. Involvement Type is equal to "Undergraduate Research Advisor"  
[Involvement Type]  

| Student First Name | Student Last Name | (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  

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section and String  
Criteria:  
1. Section is equal to "G.4e Undergraduate Student Researchers Mentored"  
[Comment for Section]

f. K-12 Students Mentored  

Screen: Directed Student Learning (e.g., theses, dissertations)  
Criteria:  
1. Involvement Type is equal to "K-12 Mentor"  
[Involvement Type]  

Report Generated on [Report Run Date]
G.5 Graduate Student Advising

a. As Major Professor

Involvement Type

b. As Examining Committee Member

Involvement Type

c. Postdoctoral Trainees

Involvement Type

d. Other Trainees

Involvement Type
Involvement Type

[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]

### 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. 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) > <strong>Comments for Promotion and Tenure Report by Section</strong> |
| Items: All rows |
| Criteria: |
| 1. Section is equal to "G 6 Outreach 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]
Criteria:

1. Section is equal to "G.8 Teaching Awards and Honors"
   [Comment for Section]

H. Research and Creative Activities

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

1. Current Status is one of: "Published", "Accepted" and Was this peer-reviewed/referred? is equal to "Yes"

Contribution Type

[Every 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/Edition ed., vol., Volume, pp. Page Numbers or Number of Pages); [City and State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher]; Submitted: [Month Submitted Day Submitted, Year Submitted]. Accepted: [Month Accepted Day Accepted, Year Accepted]. [Web Address] [Current Status]
   Role: [Describe your role]
   Abstract/Synopsis: [Abstract/Synopsis]
   Full-text item: [store file]
   Comments: [Comments]

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section+strong>
   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/referred? is not equal to "Yes"

Contribution Type

[Every 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/Edition ed., vol., Volume, pp. Page Numbers or Number of Pages); [City and State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher]; Submitted: [Month Submitted Day Submitted, Year Submitted]. Accepted: [Month Accepted Day Accepted, Year Accepted]. [Web Address] [Current Status]
   Role: [Describe your role]
   Abstract/Synopsis: [Abstract/Synopsis]
   Full-text item: [store file]
   Comments: [Comments]
**H.1.3 Artistic and Professional Performances and Exhibits**

<table>
<thead>
<tr>
<th>[Type of Work] or [Explanation of &quot;Other&quot;]</th>
</tr>
</thead>
<tbody>
<tr>
<td>(list of [Performers/Exhibitors/Lecturers] as &quot;[Last Name], [F. N.] [M. N.]&quot;, &quot;[Work/Exhibit Title].&quot; [Name of Performing Group], [Sponsor], [Location (City, State, Country)]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).)</td>
</tr>
<tr>
<td>[Brief Description]</td>
</tr>
</tbody>
</table>

**H.1.4 Media Contributions**

<table>
<thead>
<tr>
<th>[Media Type] or [Explanation of &quot;Other&quot;]</th>
</tr>
</thead>
<tbody>
<tr>
<td>([Media Title/Topic].) [Media Name]. ([Month Day, Year]).)</td>
</tr>
<tr>
<td>[Web Address; [Web Address]]</td>
</tr>
<tr>
<td>Description: [Description]</td>
</tr>
</tbody>
</table>

**H.2 Presentations**

<table>
<thead>
<tr>
<th>[Scope]</th>
</tr>
</thead>
<tbody>
<tr>
<td>(list of [Presenters/Authors] as &quot;[Last Name], [F. N.] [M. N.] ([Role])&quot;, [Conference/Meeting Name], [[Presentation Type] or [Explanation of &quot;Other&quot;]], &quot;[Presentation Title],&quot; [Sponsoring Organization], [Location]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).)</td>
</tr>
<tr>
<td>Abstract/Synopsis: [Abstract/Synopsis]</td>
</tr>
<tr>
<td>Presentation File: [Store file]</td>
</tr>
</tbody>
</table>

**H.3 Funded Proposals**

| [Investigator]s 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] |

**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'

- Abstract: [Abstract]
- Award Letter: [Award Letter]

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

- [Comment for Section]

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

Screen: Intellectual Property (e.g., copyrights, patents)
Items: All records
Criteria: [IP Type] or [Explanation of "Other"]


Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Items: All rows
Criteria: 1. Section is equal to 'H.5 Creative Activities/Research and Development of New Items'

- [Comment for Section]

H.6 Personal/Professional Development to Improve Research Effectiveness

Screen: Faculty Development Activities Attended
Items: All records
Criteria: 1. Purpose is equal to 'Scholarship/Research'

- [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

Screen: Awards and Honors
Items: All records
Criteria: 1. Purpose is equal to 'Scholarship/Research'

- [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 'H.6 Research Awards and Honors'

- [Comment for Section]

I. Service

- [Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section]
1. **Department Service**

   **Screen:** Department Service
   **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]

1. **College Service**

   **Screen:** College Service
   **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]

1. **University Service**

   **Screen:** University Service
   **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]

1. **Other Professional Service**

   **Screen:** Other Professional Service
   **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]
### 1.5 Public Service

<table>
<thead>
<tr>
<th>Screen: Public Service</th>
<th>Items: All records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Items:</strong> All records</td>
<td></td>
</tr>
<tr>
<td><strong>Criteria:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Position/Role or Explanation of &quot;Other&quot;, Organization/Committee/Club, City, State. (Start Month Start Day, Start Year - End Month End Day, End Year).</td>
<td></td>
</tr>
<tr>
<td><strong>Responsibilities:</strong> Responsibilities/Brief Description</td>
<td></td>
</tr>
<tr>
<td><strong>Committee's Key Accomplishments:</strong> Brief Description of Committee's Key Accomplishments</td>
<td></td>
</tr>
</tbody>
</table>

### 1.6 Personal/Professional Development to Improve Service Effectiveness

<table>
<thead>
<tr>
<th>Screen: Development Activities Attended</th>
<th>Items: All records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Purpose contains one of the substrings: &quot;Leadership&quot;, &quot;Service&quot;</td>
<td></td>
</tr>
</tbody>
</table>

**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

### 1.7 Service Awards and Honors

<table>
<thead>
<tr>
<th>Screen: Service Awards and Honors</th>
<th>Items: All records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria:</strong> contains the text &quot;Service&quot;</td>
<td></td>
</tr>
</tbody>
</table>

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

**Brief Description:** Brief Description/Explanation

### J. Awards and Honors

<table>
<thead>
<tr>
<th>Screen: Awards and Honors</th>
<th>Items: Records not displayed above</th>
</tr>
</thead>
</table>

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

**Brief Description:** Brief Description/Explanation

### K. Unit Promotion and Tenure Criteria

<table>
<thead>
<tr>
<th>Screen: Unit Promotion and Tenure Criteria</th>
<th>Items: All records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Section is equal to 'K. Unit Promotion and Tenure Criteria'</td>
<td></td>
</tr>
</tbody>
</table>

[Comment for Section]
### K.1 Department PTE Document

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Files for Promotion and Tenure Report by Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria:</td>
<td>Section is equal to 'K.1 Department PTE Document'</td>
</tr>
</tbody>
</table>

### K.2 College PTE Document

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Files for Promotion and Tenure Report by Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria:</td>
<td>Section is equal to 'K.2 College PTE Document'</td>
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</tbody>
</table>

### L. Annual Review Reports

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Files for Promotion and Tenure Report by Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria:</td>
<td>Section is equal to 'L. Annual Review Reports'</td>
</tr>
</tbody>
</table>

### L.1 All Annual Reviews

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Files for Promotion and Tenure Report by Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria:</td>
<td>Section is equal to 'L.1 All Annual Reviews'</td>
</tr>
</tbody>
</table>

### L.2 Third Year Review Report

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record)</th>
<th>Files for Promotion and Tenure Report by Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria:</td>
<td>Section is equal to 'L.2 Third Year Review Report'</td>
</tr>
</tbody>
</table>

Field Code Changed

Field Code Changed

Field Code Changed

Field Code Changed
### NORTH DAKOTA STATE UNIVERSITY
Promotion and Tenure Portfolio
Part II

#### A. Recommendations

1. **Department PTE Committee Recommendation Letter**
   - Department PTE Committee Recommendation Letter

2. **Department Chair Recommendation Letter**
   - Department Chair Recommendation Letter

3. **College PTE Committee Recommendation Letter**
   - College PTE Committee Recommendation Letter

4. **College Dean Recommendation Letter**
   - College Dean Recommendation Letter

5. **Provost Recommendation Letter**
   - Provost Recommendation Letter

6. **President Approval/Recommendation Letter**
   - President Approval/Recommendation Letter

#### B. Letters of Evaluation (not required)

1. **Internal Letters from NDSU Faculty, Staff, and Students**
   - Internal Letters from NDSU Faculty, Staff, or Students

2. **External Letters of Evaluation**
   - External Letter of Evaluation

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Report Generated on [Report Run Date] 18