RPT COMPOSITION OF PROMOTION AND TENURE DOSSIERS

Note. All uploaded files should be in pdf format and include a table of contents.
The RPT Template has the following sections:

A. <u>Candidate's CV</u>
   Required: CV uploading. Name: FirstInitialLastName_CV

B. <u>Research, Scholarship and Creative Activities</u>

   Required Materials

   - Research Statement -Self Assessment (Upload one document). Name: First InitialLastName_ResearchStatement
   - Scholarly Work Published since date of initial employment at S&T or since last promotion. Upload one document according to instructions. **Form A,** FirstInitialLastName_Publications
   - Grants and Expenditures. Upload the document from the Office of Sponsored Programs **Form B & C,** First InitialLastName_OSP.
   - Graduate Faculty Related Activities Summary (1 Form required). **Form D**, FirstInitialLastName_FormD

C. <u>Teaching</u>
   Required Materials
   - Teaching Statement. Upload one document. FirstInitialLastName_TeachingStatement
   - Summary of SET, **Form E,** FirstInitialLastName_FormE

   Optional Materials
   - Students' comments
   - Other Teaching Assessments. Upload one document. FirstInitialLastName_TeachAsses

D. <u>Service</u>
   Required Materials
   - Service Statement. FirstInitialLastName_ServiceStatement

E. <u>Extension</u>

F. <u>Verification of accuracy</u>

G. <u>Supplementary Information</u>
   - Publications. Upload one document. FirstInitialLastName_Publications
   - Letters of Support. Upload one document. FirstInitialLastName_LettersofSupport

Instructions

A. Candidate 's CV

It is important that the Curriculum Vita (CV) or Resume conveys as accurately as possible the experience and contributions of the candidate. Incomplete information, and information that may be regarded as suspicious or misleading, can weaken an otherwise strong case. Those evaluating the resume will evaluate both what is stated and what is omitted. While there is no intent to dictate the precise form of the CV, at a minimum it should contain the following items:

- NAME AND CURRENT ACADEMIC ADDRESS.

- ACADEMIC EXPERIENCE: This section should include the department, University, dates of attendance, and degrees obtained. The title of any dissertations or theses, along with the name of the advisor, should be a part of this information.

- WORK EXPERIENCE: The CV should include a complete work experience history, including positions held, industry or workplace, and dates of employment.

- SCHOLARLY CONTRIBUTIONS: It is in research and scholarship that the judgment of those evaluating the resume is most critical. Publications should be categorized and separately listed, grouping books, refereed publications, conference proceedings, other publications, abstracted talks, invited lectures, and other scholarly contributions. Considerable care should be exercised in reporting this information accurately. Refereed conference papers should be listed separately from refereed archival (journal) papers. The degree of contribution in all co-authored papers should be indicated.

All publications, refereed or other, should include the following information to be acceptable: the authors, title, name of the journal, volume of the journal, page number, and date of publication. If the contribution is in a book, it should also include the name of the editor and the publisher, as well as the city and state where the publisher is located. To be acceptable, the contribution should have sufficient information so that it can be located in a library. Presentations and verbal contributions should contain the location and the date of the presentation, the sponsoring society, and should provide sufficient information so that an interested evaluator could locate evidence of the contribution made by the given talk.

Scholarly presentations, exhibits, or showings of creative works should be described in sufficient detail to allow the evaluator to properly assess the scholarly achievement or contribution made by the work.

- RESEARCH GRANTS AND CONTRACTS: The CV should include any grants or contracts received, the title of the grant or contract, the granting agency, the dollar value of the grant or contract, the number of years over which the dollar figure was actually expended, and the contribution

of the candidate. The division of labor between the other investigators should be clearly delineated, as in the case of publications.

- TEACHING: The CV should indicate teaching experience, including the university or college where courses were taught, the dates of teaching service, the general subjects taught, and the academic level of the courses. Course numbers and detailed course descriptions inappropriately lengthen the resume and should be included as a supplementary material.

- DEPARTMENT AND UNIVERSITY SERVICE: Committees and special responsibilities should be listed along with the dates involved.

- PROFESSIONAL SERVICE AND SOCIETY MEMBERSHIPS: The resume should list memberships in professional societies, along with the titles of any offices held and the dates of service. Listing of social, fraternal, and religious organizations is optional and usually does not affect the evaluation.

Other items may be included in the CV: The candidate should carefully evaluate what is included to be sure that its impact will be positive on an evaluator who is looking primarily for scholarly or creative evidence supporting an academician involved in scholarly activities and research, teaching, and university and departmental service. Candidates are encouraged to discuss their CVs with the department chair before submission.

B. Research, Scholarship and other Creative Activities

CRR 320.035, Section B.2.b reads:– "The Role of Research and Other Scholarly Contributions describes the distinguishing characteristics of the faculty member. The university expects faculty members to engage in scholarly activities appropriate to their discipline. The faculty member may obtain guidance on research and scholarship expectations from their chair or other senior professors in their department. Activities in these areas are to be at the highest level and should demonstrate that the individual's contributions have had an impact on the discipline, i.e., that the research should have made a significant contribution to the body of knowledge recognized by professional colleagues. Evidence of effective and sustained research must be presented."

Typical examples of scholarship include publication of journal articles where expert evaluation is required for publication; favorable reviews of books, appointments or awards that require evaluation of professional competence; and frequent citations by other scholars. Depending on discipline, the awarding of research grants and the development of a research effort funded through external sponsorship are further representative activities that are expected of faculty members recommended for promotion and/or tenure. Additional examples are provided in CRR 320.035.

Self-assessment. This section should start with a self-assessment by the faculty member of their scholarly and research accomplishments. This section may include a brief discussion of a representative selection of publications, performances, or exhibits. This should not be an exhaustive collection, but rather a sampling of the most important contributions. The self-assessment may also

include a statement of research philosophy and a description of research plans. It should be noted that the ability to evaluate one's own work and the significance of one's publications is, in itself, an indication of professionalism. Care should be exercised in categorizing and grouping refereed publications, un-refereed publications, conference proceedings, abstracted talks, invited lectures, general talks, and other scholarly contributions.

The candidate should complete Form A. Note: Actual publications are not included in the dossier. However, up to five publications may be included in a Supplemental Dossier pdf file. This section of the dossier includes a completed sponsored research activities since last promotion (Form B) and a report from the Vice Chancellor for Research and Innovation regarding research expenditures (Form C). Forms B and C should be completed by the Dept Chair using Office of Sponsor Programs data.

The candidate may add a list of rejected proposals. Please combine this with the document generated by OSP. Please include the title, name of PI and Co-PI, percent effort, name of the funding agency, and total direct cost. The candidate should complete and upload Form D (Graduate Activities)

RPT Activities

The following documents/forms should be uploaded by the candidate or by the chair (as indicated below)

i. Self assessment (uploaded by the candidate)

ii. Publications form (Form A) (uploaded by the candidate)

iii. Sponsored Research Activities: Forms B and C (uploaded by the Chair)

iv. Graduate Activities. Form D. Uploaded by the candidate

C. Teaching

Teaching philosophy and assessment. CRR 320.035 states that teaching performance is critical in consideration regarding promotion and/or tenure. Evidence of teaching quality should be presented and candidates are encouraged to show additional evidence of teaching effectiveness beyond computer-processed student assessments (SET Evaluations). Student's solicited comments during this process provide additional depth.

Describe your teaching philosophy. List the name and number of courses taught as well as new courses developed. Three ways of assessing your teaching effectiveness are: a) self-assessment, b) students' input and c) peer review. A self-assessment of teaching techniques, goals, and methods utilized and developed by the candidate may assist the committee in understanding the individual's teaching performance. Include here contributions to pedagogy such as publications/presentations in education publications/conferences.

<u>Students' assessment of teaching effectiveness.</u>
Three elements of students' assessment of teaching effectiveness are describe below.

<u>Course Evaluation Table (Form E)</u>
Include information for each course taught or team-taught since S&T appointment (for tenure candidates) or since the last promotion (for a maximum of five years). Do not depart from this format. Course Table must have all columns filled out for each row used , including departmental average.

      i. Specify the scale dimension (e.g., teaching effectiveness) reported for each course.
     ii. Below the table, the candidate may write a paragraph interpreting trends in data (i.e., perceived reason(s) for changes in ratings over time, with different courses/levels of courses, and adjustments/changes in teaching methods/approaches).

<u>Teaching Evaluation Comments</u>
Student written comments may be included for courses taught over the most recent five years but either all or none comments shall be included with the following exceptions. Comments that are discriminatory may be redacted from the data set. In consultation with department chairs, individual faculty members can remove irrelevant and unfair characterizations. In the event that an instructor and the department chair disagree about a redaction(s), the matter will be arbitrated by the Dean's office. In the event that resolution cannot occur at the Dean level, the matter will be arbitrated by the Provost's Office. Examples of discriminatory comments that may be removed include:

- Comments that reference race, gender, ethnicity, etc.
- Comments that reference instructor appearance (e.g., clothing, hair, physical features, etc.)
- Comments using profane, offensive hostile or otherwise inappropriate language
- Comments that are racist, sexist, homophobic, etc.

Teaching evaluation comments are to be saved as one document and organized with most recent course taught first to oldest course taught last.

Student letters of support are of value only if they are solicited by a third party under controlled conditions. If used to document teaching effectiveness, student letters must be collected in a manner that is statistically meaningful.

<u>Peer Teaching Reviews</u>
Peer reviews are particularly valuable for all promotion and tenure cases with official teaching assignments. These reviews should not be letters of endorsement written for the packet. They should not be evaluations written by students (or former students). The collection of peer reviews should cover courses from multiple semesters to represent the candidate's teaching over an extended period of time. Peer reviews should involve class visits, reviews of teaching materials, and any other

requirements at the unit/college level. This applies for promotions to Professor as well as the tenure decision and promotion to Associate Professor. Peer evaluation of a candidate's teaching by senior faculty members is particularly valuable in evaluating the currency of course content, the appropriateness of examinations, the validity and fairness of examinations and grading procedures, the appropriateness of the material covered, and other factors related to the quality of the course offering. Comments by peers on other aspects of a candidate's teaching are less appropriate unless the peers have actually conducted a series of class visitations.

      iii.   Peers should assess teaching style and faculty-student interaction in the classroom or on-line, as well as aspects of course design.
      iv.   Departmental peers should comment on contributions to departmental teaching.
      v.   For candidates for Professor, include only peer evaluations done since the last promotion.

RPT Activities

1. Upload the document "Teaching Philosophy and Assessment". This document may include peer evaluations evidence in a subsection titled: Peer Evaluation.
2. Complete and upload Form E
3. Students' comments (optional)

D. Service

Policy Memorandum II-10 states "All faculty members are expected to be involved in a reasonable level of service to the department and institution through committees and other service activities." Other aspects of expectations with regard to service are discussed in CRR 320.035 B.2.d. The candidate should review both policy documents.

To fulfill its functions, academic departments and the University need the participation of the faculty in a range of service activities. A candidate who is not carrying his or her share of the department's service load is imposing on colleagues. A faculty member must be willing to accept and fulfill the service duties that are required by collegiality and those that benefit the institution. The absence of real service to the University places a candidate's loyalty and future benefit to the University in question.

The mere listing of service activities, however, provides little support for a promotion and/or tenure recommendation. In this section, the service activities should not only be listed, but the level and effectiveness of the candidate's service contributions should be reviewed in a self-assessment. For example, if the candidate made a significant contribution as a member of a campus committee, such as drafting a report, undertaking a survey, etc., these contributions should be documented and discussed.

If no service activities are reported, a page signed by the candidate should be included in this section indicating this.

RPT Activity:

Upload a single pdf describing your service activities.

E. Extension

Include here teaching short courses, research done through Continuing Education, the details of technology transfer efforts, and similar Continuing Education activities. The Department Chair or Associate Provost for Faculty Affairs can provide guidance regarding appropriate information to include in this section.

If no extension activities are reported, the candidate should check the appropriate box, sign and date the form and include it in the dossier.

RPT Activity:

Extension. Upload one document describing your extension activities. (This section is optional)

F. Verification of Accuracy

Digital Signature

G. Supplementary Information

Publications.

RPT activities:

1. Upload one pdf document with copies of up to five publications. Please do not upload an entire book. If you have a book or other creative activity (like for example a musical piece) please take the material to your Dept. Chair who will make it available to the different review levels.

2. Letters of support (They should be uploaded as a single file by the Dept. Chair). Letters of support from former advisors, collaborators, friends, and colleagues may be included in this section. The methods and conditions under which the letters of support were received shall be noted. All letters of support must indicate the title of the letter writer or the relationship of the letter writer to the candidate, i.e., colleague, faculty member, administrator, student, former student, etc.

Form A
**Scholarly Work Published Since First Employment at S&T or since last promotion
for a maximum of five years.**

If there are publications with multiple authors; the authors' names should be listed in the order that they appear in the journal. Additional information about authors and contributors may also be indicated (e.g., undergraduate student contributor, graduate student contributor, etc.). At the end of the citations for each publication with multiple authors, briefly describe the candidate's contribution to the work in terms other than percent of effort.

Please complete each section listing the appropriate publications that have been accepted or published while the candidate (underline candidate's name in each publication) has been at Missouri S&T or since last promotion. Use the following superscripts:

[1] - Corresponding Author
[2] - Student
[3] - Former Advisor is Author
[4] - Other Faculty/Post Docs
Status: Add (in press) at the end of the full citation.

Note: Do not include actual publications in this section; up to five publications can be included in a Supplemental Dossier saved as a single pdf file. You may include the impact factor (or equivalent) of the journal.

Referee Journal Articles:
1. Lennon[2], J.; McCartney[1], P.; Starr[3], R.; and Harrison[4], G. *A Hard Day's Night*. Apple Recording Company, 1964.
2. McCartney[1], P and Starr[3], R. *And now we are in our seventies*. Unknown Recording Company, 2018 (in press).
Add numbers as needed

Books
1.
2.
Add numbers as needed
        Conference Proceedings (Only list those presentations not accompanied by a conference publication):

1.
2.
3
Add numbers as needed

Book Chapters:

1.

2.

Add numbers as needed

Other Creative Activities

1.

2.

FORM B
SPONSORED RESEARCH ACTIVITIES
Since first year of employment at S&T or since last promotion for a maximum of five years

Name:_____

College:_____

Department:_____

Fiscal Year	Total Awarded	Shared Credit	Total Expended	Shared Credit	Total Pending	Shared Credit	Total Accepted	Shared Credit
Total								

All entries in US$

You may add an additional row if you have asked for an extension.

FORM C

CANDIDATE NAME:_____

Summary of Grant Activities (ALL DATES ARE FOR EXAMPLE PURPOSES)

Grants and Contracts information was provided by Office of Sponsored Programs. The candidate will be asked to verify the information prior to submission of the dossier to the department chair.

Sponsor	Project Title	AWARDED (Total Direct and Indirect)	TOTAL EXPENSE FOR PROJECT	EXPENDITURES FOR CANDIDATE (Total Direct and Indirect)	Start Date	End Date	PI or CO-PI	% of Shared Credit	Project PI
FY15									
TOTAL FOR FY15		$0.00	$0.00	$0.00					
FY16									
TOTAL FOR FY16		$0.00	$0.00	$0.00					
FY17									
TOTAL FOR FY17		$0.00	$0.00	$0.00					
FY18									
TOTAL FOR FY18		$0.00	$0.00	$0.00					
FY19									
TOTAL FOR FY19									
TOTAL AWARDED:									

*Awarded in Prior Year

Form D

GRADUATE FACULTY RELATED ACTIVITIES SUMMARY

NAME: _____

COLLEGE:_____

DEPARTMENT:_____

INITIAL MEMBERSHIP DATES:

    General Faculty: _____

    Graduate Faculty: _____

ACADEMIC YEAR*

Include information since your date of initial employment at S&T or since last promotion for a maximum of five years

Year	# M.S. students advised	# Ph.D. students advised	# M.S. degrees completed - advisor	# Ph.D. degrees completed - advisor	5000 level* courses taught	SCH	6000 level* course taught	SCH

You may add an additional row if you have asked for an extension.

 * Do not list 5000, 5001, 5099, 6000, 6001 or 6099 courses.

You may use footnotes to add the name of the course.

Form E
COURSE EVALUATION TABLE
From your first semester as an employee at S&T or since last promotion for a maximum of five years

Semester	Course Number	Credit Hours	Number of Students/ Number Evaluating	Evaluation Average

You may add an additional row if you have asked for an extension.