

TENURE AND PROMOTION REVIEW
FACULTY PERSONNEL RECORD FORMAT

I. General Information

Name: _____ Last Update: _____
Date of Birth: _____ US Citizen or Permanent Resident: ___Yes ___No
Tenured: ___Yes ___No Date of Tenure: _____
Graduate Faculty Membership Category: _____ Date: _____

Education:

Institution	Degree	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Academic Appointments at WSU and Other Academic Institutions:

Institution	Degree	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Employment Related to Your Professional Activity:

Organization	Degree	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Membership in Professional, Honorary, and Other Learned Societies:

Organization	Degree	Year
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Academic Honors and Awards:

Special Conditions of Employment (Documentation should be included in Supplemental Dossier).

Candidate's statement on his/her role in the department or unit within the University:

Chair's statement on role of faculty member in the department or unit within the University:

II. Teaching Information (Need list only the past five years, but may list more if desired).

- A. General Teaching Load
 - 1. Teaching Load by semester (Course, Credit Hours, Contact hours Lecture/Lab, Number of Students Enrolled on the 20th day, Student Assistants, Graduate/Undergraduate Credit, Team Taught)
 - 2. Undergraduate research/development projects supervised by semester
 - 3. Graduate research/development projects supervised by semester
- B. Dissertations, Theses, and Final Projects
 - 1. Supervised (Title, Department, Student, Date completed/expected).
 - 2. Committee member (Title, Department, Student, Date completed/ expected)
 - 3. Final projects (Title, Department, Student, Date completed/ expected)
- C. Workshops, Institutes, Professional Continuing Education and Short Courses Taught
(Additional Compensation above expenses: Yes/No)
- D. Courses and laboratories developed (courses and dates).
- E. Teaching materials developed (including lab manuals, study guides, etc.)
- F. Grants for Curriculum and Program Development
- G. Student advising/counseling load
- H. Evaluative Information on Teaching:
 - 1. Student evaluations
 - 2. Other available evaluations
 - a. Peer evaluations
 - b. Departmental Chair's evaluation
 - c. Noteworthy student accomplishments or performance directly related to teaching by the faculty member.
 - 3. Activity related to experimental teaching, innovative teaching, development of teaching effectiveness, etc.

III. Research, Scholarly and Creative Activity Information

- A. Research grants (If approved, state size, duration, and briefly describe work).
 - 1. Proposals submitted as principal investigator to external agencies
 - 2. Proposals submitted as joint effort to external agencies. (State faculty member's role in submission)
 - 3. Proposals submitted to WSU college/school/University Libraries or university research committees
- B. Patents, major designs, etc.
- C. Presentation of scholarship (nature of activity; refereed/invited)
 - 1. Unpublished paper presentations
 - 2. Participation in outside symposia or colloquia
- D. Publication Information (Indicate extent of contribution made to jointly authored items.)
 - 1. Refereed articles in international, national, and regional journals which are refereed
 - 2. Articles in university publications and other state or locally supported and circulated journals (refereed?)
 - 3. Invited articles (compensation?)

4. Articles in trade journals, magazines, professional newsletters and other publications (refereed? compensation?)
 5. Books published (nature of books, texts, general public, graduate state-of-the-art material, etc.)
 6. Monographs, Bulletins, and Chapters in books (nature of material, length, refereed, etc.)
 7. Publications in conference proceedings (not listed as presentations above; refereed?)
 8. Book reviews and Abstracts (refereed? compensation?)
 9. Citations of your work and reviews or abstracts of your publications or creative activity.
 10. Reports published by others (e.g. Federal agencies, trade associations)
- E. Creative Activity Information
1. Recitals and performances
(nature of activity; extra compensation? [Yes/No]; by invitation?: local, regional, national or international?; By WSU contract?)
 2. Exhibits of creative work
 3. Creative work in print (musical compositions, plays, poetry, novels, short stories and other creative writing)
 4. Exhibits personally curated, performances directed, set designs, etc.
 5. Media developed (slides, tapes, films, etc.)
 6. Other creative activity (provide documentation)
- F. Work in progress
- G. Other research (provide documentation)

IV. Service Information

- A. Committee service (University, College/School/University Libraries, Departmental; nature, time spent on these)
- B. Special university, college/school/University Libraries, or departmental coordinator or other service functions
- C. Service on Senate or Graduate Council
- D. Participation in student recruitment
- E. Serving as advisor to student organizations.
- F. Professional speeches and/or panel presentations not otherwise listed.
- G. Professional consultantships contributing to professional development.
(In general, not routine, regularly scheduled activities.) (Nature of activity, impact of work on the field, extra compensation: Yes/ No)
- H. Editorial service for journals and other publications
- I. Service on proposal review panels for granting agencies.
- J. Service on national or regional boards with research or scholarly functions
(nature of participation, time required, etc.)
- K. Committee assignments in professional organizations (nature of work and time required)
- L. Other activities which enhance the university's image, represent the university to the public, further the university's goals and direction, or employ one's professional competence to benefit the public.