

V. Tenure and Promotion Policies and Procedures

A. University Policy

The University Policy regarding promotion can be found at <https://www.science.purdue.edu/images/finalpromotionpolicy2010-11.pdf>

B. College of Science Promotion Documents

Per West Lafayette Campus Promotions Policy, “A candidate should be given the opportunity to help create and review his/her promotion documentation and should receive a copy of any document (with confidential statements omitted) that will be submitted to the primary, area, and/or University committee(s). It is the right of the candidate to have included in his/her departmental file whatever the candidate chooses to add, including the candidate’s own brief (one page) comments about teaching, research/creative activities, and service. The candidate may choose that these brief comments be attached to the promotion document.”

The following is a College of Science Promotion Document format that incorporates current University formats.

All pages of the document, including the first page which is the Form 36, should include the footer “LastName, Page 1 of XX” in the lower right corner. In the lower left should be the department name.

Earth and Atmospheric Sciences	Jones, Page 2 of 56
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Page 2 should be the Table of Contents. Use the outline format:

- I.
- A.
- 1.

I. General Information

- A. Education
- B. Previous Positions
- C. Present Position
- D. Awards and Honors
- E. Professional and Scholarly Associations
- F. Other items unique to the person or Department – example, citations in biographical works such as *Who’s Who in America*, *American Men & Women of Science*, etc.

II. Learning

The University Promotions Committee Guidelines state that the last 3 years of teaching data should be included; however, all the teaching data seen by the College of Science Area Promotions Committee should be forwarded to the University Promotions Committee. The 3 years was chosen to avoid listing courses by semester for 10-15 years. Therefore, showing 3-5 years by semester and summarizing earlier data in a table or in the narrative is appropriate, especially for promotions emphasizing teaching.

A. Teaching Assignments at Purdue

A table format is suggested. Present the most recent 3-5 years by semester. Summarize older data by grouping, if appropriate. **Do not try to show 10-15 years by semester.** Use the narrative to indicate teaching commitment over time. Please list courses with most recent first.

Semester & Year	Course Number, Credit Hr. and Type	Title of Course	No. of Students	Student Classification
S 1999	SCI 150, 4 cr, lecture/lab	Principles of Science	408	Fr through Sr
S 1999	SCI 430, 1 cr, seminar	Science Seminar	12	Sr
F 1998	SCI 350, 3 cr, lecture	Science Lectures	45	Jr & Sr

B. Selected Discussion of Courses

Include innovation, significant impact on curriculum, or other evidence of impact on undergraduate education.

C. Course Evaluations

1. Student Evaluation

List two to five of the major questions on your Department's evaluation instrument (e.g., I rate the instructor's teaching as excellent, very good, etc.) and show the results. Give the number of students in each course and the number responding. Go as far back as feasible to show trends, listing the most recent course information first. Include course-specific norms for the past 5 years if this information is available. Do NOT include student comments.

Semester & Year	Course	Responses/Enrollment	C1 Score (overall median)	C2 Score (overall median)
S 1999	SCI 150	140/115	4.3 (4.7)	4.5 (4.9)
S 1999	SCI 430	23/21	4.2 (4.5)	4.6 (4.3)

F 1998	SCI 350	46/55	4.6 (4.4)	3.2 (4.5)
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C1: "Overall, this course is among the best I have ever taken!"

C2: "Overall, this instructor is among the best I have ever known!"

2. Peer Evaluation

The format for peer evaluation is determined by the department policy.

D. Other Contributions to Undergraduate Education

Supervision of undergraduate research should be included here. Numbers or lists of undergraduates doing projects in a lab and a brief overview of the types of projects should be included. Counseling, being a faculty fellow, etc., can also be included here.

III. Discovery

A. Discussion

The primary committee is responsible for writing a summary of the research with comments on the significance and quality of the publications. An optional summary written by the candidate may be included if the candidate chooses. In this case, the document should contain a clear indication regarding what material was written by the candidate.

B. Publications

A list of the top-tier journals (and conferences, if appropriate) in the candidate's field should be at the beginning of this section. The method by which the top-tier ranking was determined should be stated. List publications in conference proceedings separately with an indication of the importance of such publications in the particular field. The primary author(s) should be indicated by an asterisk (*), post docs by "P", graduate students by "G" and undergraduate students by "U". **Note:** all publication sections should be listed with the most recent publications first.

1. Refereed
2. In press
3. Submitted
4. Non-refereed books and book chapters, etc.

C. Invited Lectures

D. Other Presented Papers

E. Other Professional Activities

F. Interdisciplinary Activities

G. Patents

H. Funding

1. Discussion of support
2. Award information

Agenda/Title of Grant: _____

Duration of Funding (Dates): _____

Total Amount of Award: _____

Your Role: _____

If Co-PI, for how much of the total funding are you directly responsible: _____

The above is the University required information. May be placed into table format if desired, as long as all elements are included.

I. Evidence of Involvement in Graduate Research Program

1. M.S. and Ph.D. students graduated – for each student, please list name, date graduated and position taken
2. Current graduate and postdoctoral students

IV. Engagement

- A. Discussion of Service
- B. Department
- C. College
- D. University
- E. Professional (editorial boards, study sections, panels, consulting, etc)
- F. Diversity Activities
- G. Other Engagement Activities

V. External Referees

- A. Credentials and, if appropriate, relationship to candidate. Identify which referees were suggested by the candidate and which by the Department.
- B. Excerpts with packet of full letters appended. Include all other correspondence or communications with the referees. Non-written communications should be recorded or summarized in writing.
- C. Copy of letter soliciting external comments. (Be sure to include the appropriate University disclaimer statement on all letters requesting comments from external referees-see below.)