



PennState

BIOGRAPHICAL DATA FOR PROMOTION/TENURE REVIEW

I.

Screen: <i>Personal and Contact Information</i> Items: All records Screen: <i>Yearly Data</i> Items: All records Criteria: 1. <i>Academic Year</i> is equal to "Most Recent in Report Date Range"		
Last Name [Last Name]	First Name and Initial [First Name] [Initial of: [Middle Name (optional)]]	Exact Rank and Title of Position [Exact Rank and Title]
College [College Name]	Department/Division/School [First value of [Department], [Division] and [School]]	Location of Residence [Campus Name]

II.

ACADEMIC TRAINING

Screen: <i>Education</i> Items: All records Criteria: 1. <i>Is this an honorary degree?</i> is not equal to "Yes"			
Name and City/State of Institution [Institution], [Location of Institution (city, state, country)]	Major Subjects [Emphasis/Major]	Minor Subjects [Supporting Areas of Emphasis]	Degrees - Dates [[Degree]], [Start Date: Month Start Date: Year - Issued Date: Month Issued Date: Year]

Professional Status - Law, CPA, Other Degrees and Licenses Held Screen: <i>Licensures and Certifications</i> Items: All records [Name of Licensure/Certification] [Name of Organization] Date Obtained: [Date Obtained: Month Date Obtained: Day, Date Obtained: Year] Date Expired: [Expiration Date, if applicable: Month Expiration Date, if applicable: Day, Expiration Date, if applicable: Year]	Honorary Degree(s) - Institution Screen: <i>Education</i> Items: All records Criteria: 1. <i>Is this an honorary degree?</i> is equal to "Yes" [Degree], [Institution], [Location of Institution (city, state, country)] - [Start Date: Month Start Date: Year - Issued Date: Month Issued Date: Year]
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III.

ACADEMIC, GOVERNMENT, MILITARY, AND PROFESSIONAL POSITIONS

Screen: <i>Academic, Government, Military and Professional Positions</i> Items: All records Criteria: 1. <i>End Date: Year</i> has a value			
Previous Employers with City/State Including U.S. Military (Most Recent First) [Organization] [City], [State]	Work Performed: If Teacher, List Subjects Taught [Work Performed/Description for Professional Positions(30 Words or Less)]	Rank or Title [Title/Rank/Position]	Dates [Start Date: Month Start Date: Year - End Date: Month End Date: Year]
Screen: <i>Yearly Data</i> Items: All records Criteria: 1. <i>On Leave?</i> is equal to "Sabbatical"			

IV.

PREVIOUS SABBATICALS AT THE PENNSYLVANIA STATE UNIVERSITY

Activity or Project	Results: Publications, Reports, etc.	Dates
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[On Leave?]	[Results of Sabbaticals: Publications, Reports, etc.]	[Start Date of Leave: Month Start Date of Leave: Day, Start Date of Leave: Year - End Date of Leave: Month End Date of Leave: Day, End Date of Leave: Year]
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[Last Name], [First Name] [Initial of: [Middle Name (optional)]], [Suffix]

NARRATIVE STATEMENT

Screen: *Narrative for Annual Review*

Items: First value

Criteria:

1. *Narrative for P&T Review (1600 words, no more than 3 pages)* has a value

[Narrative for P&T Review (1600 words, no more than 3 pages)]

NARRATIVE STATEMENT FOR POST-TENURE REVIEW

Screen: *Narrative Statement for Post-Tenure Review*

Items: First record

Criteria:

1. *Statement of Past Accomplishments (1100 words), Plans for the Next Five Years in Teaching, Research and Service (1100 words)* at least one has a value

Statement of Past Accomplishments

[Statement of Past Accomplishments (1100 words)]

Plans for the Next Five Years in Teaching, Research and Service

[Plans for the Next Five Years in Teaching, Research and Service (1100 words)]

[Last Name], [First Name] [Initial of: [Middle Name (optional)]], [Suffix]

I have reviewed the contents of my dossier, with the exception of confidential materials, as defined in the AC23 Guidelines.

Candidate Signature

Date



PennState

THE SCHOLARSHIP OF LIBRARIANSHIP

This section contains:

- Statement of core responsibilities
- A description of accomplishments which illustrate unique contributions and abilities in librarianship, emphasizing their nature and significance
- Professional development activities related to your librarianship activities
- Letters of peer evaluation

THE SCHOLARSHIP OF LIBRARIANSHIP

Statement of Core Responsibilities

Screen: *Statement of Core Responsibilities*
 Items: First record
 Criteria:
 1.College is equal to UL

[Narrative] ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).

History of or Change in the Faculty Member's Assignment(s) at The Pennsylvania State University

Screen: *History or change in assignments*
 Items: All records
 Criteria:
 1.College is equal to UL

[Narrative] ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).

Description of Accomplishments which Illustrate Unique Contributions and Abilities in Librarianship, Emphasizing their Nature and Significance

Screen: *Description of Accomplishments*
 Items: All records
 Criteria:
 1.College is equal to UL

Primary Section

[Narrative] ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).

List of Course-Related and Course-Integrated Instructional Activities

Screen: *Course Related Instructional Activities*
 Items: All records
 Criteria:
 1.College is equal to UL

<u>Course Name</u>	<u>Course Title</u>	<u>Semester</u>	<u>Year</u>	<u>Students</u>	<u>Sessions</u>	
[Course Prefix] [Course Number][Course Number Suffix] [Section Number] [Other for Penn State Hershey]	[Course Title (Use Official Penn State Schedule of Courses Title; e.g., Rhetoric and Composition)], [Additional Course Information]	Semester and Year: Term	Semester and Year: Year	Sum of "# of Students"	Sum of "# of Sessions"	
Narrative: [Narrative (50 words or less suggested)]						
				Totals:	Sum of "# of Students"	Sum of "# of Sessions"

Outreach/Special Programs - [Outreach to:]

Screen: *Outreach/Special Programs > Class Details*
 Items: All rows
 Criteria:
 1.College is equal to UL

<u>Class Description</u>	<u>Semester</u>	<u>Year</u>	<u>Sections</u>	<u>No. of Attendees</u>
[Class Name], [College], [Campus]	[Term and Year: Term]	[Term and Year: Year]	Sum of "# of Sections"	Sum of "# of Students"



PennState

THE SCHOLARSHIP OF TEACHING AND LEARNING

This section contains the following in reverse chronological order with the most recent date listed first:

- List of credit courses taught at Penn State for each semester with enrollments in each course
- List of non-credit courses and workshops taught in support of outreach-based instruction
- Concise compilation of results of student evaluation from multiple sources, documented evaluation of candidate's programs, activities, and skills in relating to clientele
- List of advising responsibilities
- Other evidence of resident and/or outreach-based teaching and advising effectiveness (e.g., performance of students in subsequent courses; tangible results and benefits derived by clientele; recipient of teaching and advising awards)
- Supervision of, and membership on, graduate and undergraduate dissertations, theses, projects, monographs, performances, productions, and exhibitions required for degrees; types of degrees and years granted
- Faculty input concerning the evaluation of teaching effectiveness, including any statements from colleagues who have visited the candidate's classroom and evaluated his or her teaching, or who are in good position to evaluate outreach-based instruction or advising
 - Peer review shall consider a range of teaching activities including, but not limited to, the development of materials such as case studies and class assignments, course or teaching portfolios, advising, research collaboration, and graduate student mentoring. Internal letters about teaching effectiveness should be included in this section.
- Any statements from administrators which attest to the candidate's teaching and advising effectiveness
- If student comments from such sources as student evaluations, formal interviews, or exit surveys are reviewed, the findings should be presented by a summary statement that conveys the students' sense of strengths and weaknesses

THE SCHOLARSHIP OF TEACHING AND LEARNING

List of Credit Courses Taught at Penn State for Each Semester with Enrollments in Each Course

Screen: *Lists of Credit Courses Taught*
 Items: All records
 Criteria:
 1.college is NOT equal to BC and College is NOT equal to HH and College is NOT equal to EM and College is NOT equal to CA and College is NOT equal to AG and College is NOT equal to ED and College is NOT equal to MD and College is NOT equal to NR

[Semester and Year: Term] [Semester and Year: Year]

[Course Prefix] [Course Number][Course Number Suffix]-[Section Number], [Course Title], [Campus], [Course Level]. [Number of Credits] credits, [Official Enrollment Number] Student(s), [% Responsibility]% responsibility, [Instructor Role], [Delivery Mode], [Instructor Mode], [Course Component]. [(Cross-listed with) [Cross Listed Course Prefix] [Cross Listed Course Number]-[Cross Listed Course Number Suffix], [Course Prefix] [Course Number]-[Course Number Suffix].)
 [Comments (50 words or less suggested)]

List of Credit Courses Taught at Penn State for Each Semester with Enrollments in Each Course

Screen: *Lists of Credit Courses Taught*
 Items: All records
 Criteria (is one of):
 1.college is equal to HH
 2.college is equal to AG
 3.college is equal to EM
 4.college is equal to BC
 5.college is equal to CA
 6.college is equal to ED
 7.college is equal to MD
 8.college is equal to NR

Semester/ Year	Course	Course Title	Credits	Enrollment	% Responsible	Type of Instruction	Instructor Role
[Semester and Year: Term] [Semester and Year: Year]	[Course Prefix] [Course Number] [Course Number Suffix] [Section Number] [(Cross-listed with), [Cross Listed Course Prefix] [Cross Listed Course Number]-[Cross Listed Course Number Suffix], [list of [[Course Prefix] [Course Number]	[Course Title]	[Number of Credits]	[Official Enrollment Number]	[% Responsibility]	[Delivery Mode] [Instructor Mode], [Course Component]	[Instructor Role]

-[Course Number Suffix]]	separated by ", "]]]						
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List of Non-Credit Courses and Workshops Taught in Support of Outreach-Based Instruction

Screen: *Non-Credit Instruction Taught*
 Items: All records

[[Instruction Type] or [Explanation of "Other"]]

[Course Title], [Role], [Delivery Mode], [Audience], [Sponsoring Organization], [Location], [Number of Participants] [participant(s)], [Academic or Professional?]. [Semester] ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
 [Description]
 [Comments]

Concise Compilation of Results of Student Evaluation from Multiple Sources, Documented Evaluation of Candidate's Programs, Activities, and Skills in Relating to Clientele

Screen: *SRTE and Teaching Evaluation*
 Items: All records
 Criteria:

1.College is NOT equal to BC and College is NOT equal to EM and College is NOT equal to EN and College is NOT equal to HH and College is NOT equal to UC and College is NOT equal to CA and College is NOT equal to AG and College is NOT equal to GV

[Semester and Year: Term] [Semester and Year: Year]

[Course Prefix] [Course Number][Course Number Suffix]-[Section Number]. [Overall Course:] Mean [Mean][,] Median [Median][,] Mode [Mode]. [Overall Instructor:] Mean [Mean][,] Median [Median][,] Mode [Mode]. [Percentage of Enrollment]% responded, Enrollment: [Enrollment].

Concise Compilation of Results of Student Evaluation from Multiple Sources, Documented Evaluation of Candidate's Programs, Activities, and Skills in Relating to Clientele

Screen: *SRTE and Teaching Evaluation*
 Items: All records
 Criteria (is one of):

- 1.college is equal to BC
- 2.college is equal to EM
- 3.college is equal to EN
- 4.college is equal to HH
- 5.college is equal to UC
- 6.college is equal to CA
- 7.college is equal to AG
- 8.college is equal to GV

Semester & Year	Course	Enrollment	Number of Respondents	Overall Quality of Course	Overall Quality of Instructor
[Semester and Year: Term] [Semester and Year: Year]	[Course Prefix] [Course Number][Course Number Suffix] [Section Number]	[Enrollment]	[Percentage of Enrollment]%	Mean: [Mean] Median: [Median] Mode: [Mode]	Mean: [Mean] Median: [Median] Mode: [Mode]

List of Advising Responsibilities

Screen: *Academic Advising*
 Items: All records
 Criteria:

1.College is NOT equal to ED and College is NOT equal to HH and College is NOT equal to MD and *Record Start Date, Record End Date* all have a value

[Semester and Year: Term] [Semester and Year: Year] [Academic Year] [Year]

Honors Students Advised: [[First Name] [Middle Name] [Last Name]] ([Schreyer Scholar], [Role], [Type of

Advisee)).
 B Phil Students Advised: [[First Name] [Middle Name] [Last Name]] ([Schreyer Scholar], [Role]).
 Other Students Advised: [[First Name] [Middle Name/Initial] [Last Name]] ([Role]).
 [Number of Undergraduate Students Advised]: [Number of Undergraduate Students Advised]
 [Number of Honors Advisees]: [Number of Honors Advisees]
 [Number of students actively participating in research projects]: [Number of students actively participating in research projects]
 [Number of Graduate Students Advised]: [Number of Graduate Students Advised]
 [Number of Undergraduate Honors Students Advised]: [Number of Undergraduate Honors Students Advised]
 [Number who graduated]: [Number who graduated]
 [Number of Master's paper/thesis committees chaired]: [Number of Master's paper/thesis committees chaired]
 [Number of Master's committees]: [Number of Master's committees]
 [Number of Doctoral Advisees]: [Number of Doctoral Advisees]
 [Number of Doctoral dissertation committees chaired]: [Number of Doctoral dissertation committees chaired]
 [Number of Doctoral committees]: [Number of Doctoral committees]
 [Number of Postdoctoral Fellows Supervised]: [Number of Postdoctoral Fellows Supervised]
 [Number of visiting scientists you hosted]: [Number of visiting scientists you hosted]
 [Number of M.Ed. Students Advised]: [Number of M.Ed. Students Advised]
 [Number of M.A. Students Advised]: [Number of M.A. Students Advised]
 [Number of M.S. Students Advised]: [Number of M.S. Students Advised]
 [Number of D.Ed. Students Advised]: [Number of D.Ed. Students Advised]
 [Number of Ph.D. Students Advised]: [Number of Ph.D. Students Advised]
 [Number of M.S. Students Advised in IST]: [Number of M.S. Students Advised in IST]
 [Number of M.S. Students Advised not in IST]: [Number of M.S. Students Advised not in IST]
 [Number of Ph.D. Students Advised in IST]: [Number of Ph.D. Students Advised in IST]
 [Number of Ph.D. Students Advised not at IST]: [Number of Ph.D. Students Advised not at IST]
 [Number of Non-Degree Students Advised]: [Number of Non-Degree Students Advised]
 [Number of Graduate Students you supported on grants/contracts]: [Number of Graduate Students you supported on grants/contracts]
 [Approx. Number of Hours Spent]: [Approx. Number of Hours Spent]
 [Description of Advising Activities]

List of Advising Responsibilities

Screen: *Academic Advising*
 Items: All records
 Criteria:
 1.college is equal to ED

Year	UG	UG Honors	M.Ed.	M.A.	M.S.	D.Ed.	Ph.D.	Non-Degree	TOTAL
[Year]	[Number of Undergraduate Students Advised]	[Number of Undergraduate Honors Students Advised]	[Number of M.Ed. Students Advised]	[Number of M.A. Students Advised]	[Number of M.S. Students Advised]	[Number of D.Ed. Students Advised]	[Number of Ph.D. Students Advised]	[Number of Non-Degree Students Advised]	[Sum]

[Year]: approximately [Approx. Number of Hours Spent] [hour(s)] spent. [Description of Advising Activities]

List of Advising Responsibilities

Screen: *Academic Advising*
 Items: All records
 Criteria:
 1.college is equal to HH

Year	UG	UG Honors	M.H.A.	M.S.	Ph.D.	TOTAL
[Semester and Year: Year]	[Number of Undergraduate Students Advised]	[Number of Undergraduate Honors Students Advised]	[Number of Professional Master's Students Advised]	[Number of M.S. Students Advised]	[Number of Ph.D. Students Advised]	[Sum]

List of Advising Responsibilities

Screen: *Academic Advising*
 Items: All records
 Criteria:
 1.College is equal to MD

Dates	Medical Students	Graduate Students	Residents Supervised	Advanced Practice Clinicians Supervised	Postdoctoral Fellows Supervised	Junior Faculty Mentored	TOTAL
[Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]	[Number of Medical Students Advised]	[Number of Graduate Students Advised]	[Number of Residents Supervised]	[Number of Advanced Practice Clinicians Supervised]	[Number of Postdoctoral Fellows Supervised]	[Number of Junior Faculty Mentored]	[Sum]
Description of Advising Activities: [Description of Advising Activities]							

Other Evidence of Resident and/or Outreach-Based Teaching and Advising Effectiveness

Alternate Assessment of Teaching Effectiveness

Screen: *Alternate Assessment of Teaching Effectiveness*
 Items: All records

[Term], [Semester and Year: Year]

[Self-Reflection:]

[Self-Reflection: Lessons Learned, Course Objectives, Student Interactions, Professional Development for Teaching (Instructional Improvement), and Intellectual Work of Teaching.]

[Student Input:]

[Student Input: Formative Feedback from Students, Student Work, Formative Feedback from Course Assistants.]

[Analysis of a Course Based on Real-Time Adjustments:]

[Analysis of a Course Based on Real-Time Adjustments]

[Comparisons to Previous Year Assessments and Goals, if Applicable:]

[Comparisons to Previous Year Assessments and Goals, if Applicable]

Course-Related and Course-Integrated Instructional Activities

Screen: *Course Related Instructional Activities*
 Items: All records
 Criteria:
 1.College is NOT equal to UL

[Semester and Year: Term] [Semester and Year: Year]

[Narrative (50 words or less suggested)]

[Course Prefix] [Course Number][Course Number Suffix], [Course Title (Use Official Penn State Schedule of Courses Title; e.g., Rhetoric and Composition)]. [Sum of "# of Students"] [student(s)]. [Sum of "# of Sessions"] [section(s)].

Programs Delivered for Penn State Faculty and Graduate Students

Screen: *Programs*
 Items: All records
 Criteria:
 1.College is equal to UE

[list of **Presenters**] as "[Last Name], [First Name] [Initial of: [Middle Name/Initial]]", [Location], [Campus Name], "[Program Title]". [Session Type]. [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]

Projects Conducted with Penn State Faculty

Screen: *Projects*
Items: All records
Criteria:
1.College is equal to UE

[Project Name].
[list of **Faculty Members**] as "[Last Name], [F. N.] [M. N.]". [Begin Date: Month Begin Date: Day, Begin Date: Year - End Date: Month End Date: Day, End Date: Year]
[Project Description]

Consultation Summary Data

Screen: *Consultation Summary Data*
Items: All records
Criteria:
1.College is equal to UE and *Consultation Summary Document(s)* has a value

[Consultation Summary Title] [Description] ([Date: Month Date: Day, Date: Year]).
[Consultation Summary Document\(s\)](#)

Honors or Awards for Excellence in Teaching and Advising

Screen: *Honors and Awards*
Items: All records
Criteria:
1. *Purpose* is one of: "Teaching", "Advising" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Record Start Date* to *Record End Date* (*Record Start Date* must exist; if only *Record Start Date* exists: ongoing included)

Purpose

[Award or Honor Name], [Organization/Sponsor]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL](#)
[Description/Explanation (50 Words or Less)]
[Comments]

Other Evidence of Teaching/Advising

Screen: *Other Evidence of Teaching/Advising*
Items: All records
Criteria (is one of):
1.College is equal to BC
2.College is equal to EN
3.College is equal to AA
4.College is equal to LA
5.College is equal to CA
6.College is equal to MD

[Involvement Type] or [Explanation of "Other"]

[Role], [Description]. Delivery Mode: [Delivery Mode], Number of Participants: [Number of Participants], [Event Location], [City, State, Zip]. [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]
[Comments]

Supervision of, and Membership on, Graduate and Undergraduate Dissertations, Theses, Projects, Monographs, Performances, Productions, and Exhibitions Required for Degrees; Types of Degrees and Years Granted

Screen: *Student Mentorship and Supervision*
Items: All records
Criteria:
1.College is NOT equal to BC and College is NOT equal to HH

[Involvement Type] or [Explanation of "Other"]

[[Student Last Name], [S. F. N.]], [list of [Student Information] as "[Student Last Name], [S. F. N.] ([Advisor Role, Institution, Department])", [[Degree] or [Explanation of "Other"]], Presented at [Location of Presentation], "[Title of Student's Work]." [Course] [Course Number], [Number of Credit Hours] [credit(s)]. ([Date Started: Month Date Started: Day, Date Started: Year - Date Completed: Month Date Completed: Day, Date Completed: Year]).
[Comments]

Supervision of, and Membership on, Graduate and Undergraduate Dissertations, Theses, Projects, Monographs, Performances, Productions, and Exhibitions Required for Degrees; Types of Degrees and Years Granted

Screen: *Student Mentorship and Supervision*
 Items: All records
 Criteria:
 1.College is equal to BC

[Involvement Type] or [Explanation of "Other"]

[list of [Student Information] as "[Student Last Name], [S. F. N.] ([Advisor Role])", [[Degree] or [Explanation of "Other"]], "[Title of Student's Work]." Presented at [Location of Presentation], Sponsored by [Sponsored by], Funded by [Funded by], Funding Source: [[Funding Source] or [Explanation of "Other"]], [Funding Amount]. ([Date Started: Month Date Started: Day, Date Started: Year - Date Completed: Month Date Completed: Day, Date Completed: Year]).
[Comments]

Supervision of, and Membership on, Graduate and Undergraduate Dissertations, Theses, Projects, Monographs, Performances, Productions, and Exhibitions Required for Degrees; Types of Degrees and Years Granted

Screen: *Student Mentorship and Supervision > Student Information*
 Items: All rows
 Criteria:
 1.College is equal to HH

[[Involvement Type] or [Explanation of "Other"]]

Student	Degree	Major	Dates	Comments
[Student Last Name], [Student First Name]	[[Degree] or [Explanation of "Other"]]	[Department]	[Date Started: Month Date Started: Day, Date Started: Year - Date Completed: Month Date Completed: Day, Date Completed: Year]	[Comments]

Professional Development Activities Related to Teaching Responsibilities

Screen: *Professional Development*
 Items: All records
 Criteria:
 1. *Development Area* is one of: "Teaching" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Record Start Date* to *Record End Date* (*Record Start Date* must exist; if only *Record Start Date* exists: ongoing included)

[[Activity Type] or [Explanation of "Other"]], [Title of Seminar/Workshop], [Name of Conference/Meeting/Etc.], [Sponsoring Organization]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
 [Description (30 Words or Less)]
 [Comments]

Supervision of Research Personnel

Screen: *Current Research Personnel > Research Personnel*
 Items: All rows
 Criteria:

1.College is equal to SC

Name	Position Type	Employment Dates
[[Last Name], [First Name]]	[Role], [Job Title]	[Calendar Year]



PennState

PATIENT CARE AND THE SCHOLARSHIP OF PATIENT CARE

This section contains:

- Summary of the candidate's clinical assignments at the Penn State Hershey Medical Center, Regional Campus, or affiliated sites, including effort commitments and number and complexity of cases for the period under review (since last promotion or past 5 years, whichever is shorter). Candidates should ensure that the Narrative Statement at the beginning of the dossier describes their clinical expertise and area of focus.
- Documentation of the quality of care provided for the period under review (e.g., summaries of patient satisfaction scores and/or anonymous patient comments; evidence of patient outcomes)
- Documentation of candidate's participation in quality improvement efforts or other activities to improve the quality of patient care at the divisional, departmental, or institutional levels.
- Documentation of any awards or other recognition for excellence in patient care (e.g., from professional societies; patient advocacy groups; government agencies).
- Letters solicited from internal colleagues (who are senior to the candidate) and/or from referring physicians (if appropriate) providing comment on the candidate's clinical expertise and effectiveness of patient care

NOTE: Letters from individuals internal to Penn State are solicited by the Department Chair; letters from individuals outside Penn State are solicited by the Office of Faculty Affairs on behalf of the Dean.

Summary of the candidate's clinical assignments at the Penn State Hershey Medical Center, Regional Campus, or affiliated sites, including effort commitments and number and complexity of cases.

Consultation Services

Screen: *Consultation Services*
Items: All records
Criteria:
1. *Number of Consultation Services* is greater than 0.0

[Academic Year]
[Effort Commitment] % effort.
Number of Consultation Services: [Number of Consultation Services]
Number of Inpatient Consultation Services: [Number of Inpatient Services]
Number of Outpatient Consultation Services: [Number of Outpatient Services]
Location: [Location]
Complexity of Cases: [Complexity of Cases]
[Description]

Inpatient Services

Screen: *Inpatient Services*
Items: All records
Criteria:
1. *Number of Inpatient Services* is greater than 0.0

[Academic Year]
[Effort Commitment] % effort.
Number of Inpatient Services: [Number of Inpatient Services]
Location: [Location]
Complexity of Cases: [Complexity of Cases]
[Description]

Outpatient Services

Screen: *Outpatient Services*
Items: All records
Criteria:
1. *Number of Outpatient Services* is greater than 0.0

[Academic Year]
[Effort Commitment] % effort.
Number of Outpatient Services: [Number of Outpatient Services]
Location: [Location]
Complexity of Cases: [Complexity of Cases]
[Description]

Documentation of the quality of care provided for the period under review (e.g., summaries of patient satisfaction scores and/or anonymous patient comments; evidence of patient outcomes)

Quality of Care Provided

Screen: *Documentation of Quality of Care Provided*
Items: All records
Criteria:
1. *Number of Responses* is greater than 0.0

Number of Responses: [Number of Responses]
[Type]
Comments: [Comments]
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year])
Other Documentation of Quality of Care Provided
Mode of Collection: [Mode of Collection]
Location: [Location]
Role: [Role]
Description: [Description]

Evidence of Patient Outcomes

Screen: *Evidence of Patient Outcomes*
Items: All records

([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year])
Location: [Location], [Role], [Mode of Collection]
Description: [Description]
Comments: [Comments]

Documentation of candidate’s participation in quality improvements efforts or other activities to improve the quality of patient care at the divisional, departmental, or institutional levels.

Departmental

Screen: *Quality of Improvement*
Items: All records

Criteria:
1. *Participation Type* is one of: "*Departmental*"

[Role], [Description]
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year])

Divisional

Screen: *Quality of Improvement*
Items: All records

Criteria:
1. *Participation Type* is one of: "*Divisional*"

[Role], [Description]
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year])

Institutional

Screen: *Quality of Improvement*
Items: All records

Criteria:
1. *Participation Type* is one of: "*Institutional*"

[Role], [Description]
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year])

Documentation of any awards or other recognition for excellence in patient care (e.g., from professional societies, patient advocacy groups, government agencies).

Screen: *Honors and Awards*
Items: All records

Criteria:
1. *Purpose* is one of: "*Patient Care*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Record Start Date* to *Record End Date* (dates must exist)

[Award or Honor Name], [Organization/Sponsor]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL](#)
[Description/Explanation (50 Words or Less)]
[Comments]

Professional Development Activities Related to Patient Care Responsibilities

Screen: *Professional Development*
Items: All records

Criteria:
1. *Development Area* is one of: "*Patient Care*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Record Start Date* to *Record End Date* (*Record Start Date* must exist; if only *Record Start Date* exists: ongoing included)

[[Activity Type] or [Explanation of "Other"]], [Title of Seminar/Workshop], [Name of Conference/Meeting/Etc.], [Sponsoring Organization]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL for more info](#)
[Description (30 Words or Less)]
[Comments]



PennState

THE SCHOLARSHIP OF RESEARCH AND CREATIVE ACCOMPLISHMENTS

This section contains the following, listed in standard bibliographic form with the most recent date first. (Do not include material contained in other sections of the dossier.)

- Research and/or scholarly publications

Citations should include beginning and ending page numbers or total number of pages, where appropriate; for multiple-authored works, the contribution of the candidate should be clearly indicated (e.g., co-author, supervised person who authored the work, etc. and percent of contribution). Electronic journals should be listed in appropriate categories with documentation as outlined in the Administrative Guidelines, III.C.7.

Publications should be listed as follows:

1. Articles published in refereed journals (include only articles in refereed journals in this section)
2. Books
3. Parts of books
4. Book reviews
5. Refereed conference proceedings
6. Articles published in nonrefereed journals
7. Articles in in-house publications
8. Research reports to sponsor
9. Manuscripts accepted for publication (substantiated by letter of acceptance) - Indicate if peer reviewed and number of pages of manuscript
10. Manuscripts submitted for publication, with an indication of where submitted and when - Indicate if peer reviewed and number of pages of manuscript
11. Manuscripts in progress (second-, third-, fourth-, and fifth-, and at the College of Medicine, sixth-, seventh- and eighth-year reviews only)
12. Cooperative extension bulletins and circulars

- Creative accomplishments

Exhibition, installation, production, or publication of original works of architecture, dance, design, electronic media, film, journalism, landscape architecture, literature, music, theatre, and visual art

Performance of original dance, literary, musical, visual arts, or theatrical works or works from traditional and contemporary repertoires of the performing arts

- Papers, presentations, seminars, and workshops

Papers presented at technical and professional meetings (meeting and paper titles); indication about whether the candidate was the presenter

Record of participation in, and description of, seminars and workshops (short description of activity, with titles, dates, sponsor, etc.); indication of role in seminar or workshop, e.g., student, invited participant, etc.

- Description of outreach or other activities in which there was significant use of candidate's expertise (consulting, journal editor, reviewer for refereed journals or presses, peer reviewer of grants, speaking engagements, services to government agencies, professional and industrial associations, educational institutions, etc.)

THE SCHOLARSHIP OF RESEARCH AND CREATIVE ACCOMPLISHMENTS (continued)

- Projects, grants, commissions, and contracts (date, title, where submitted, amount, percent credit):
 1. Awarded (Fully processed financial award)
 2. Pending (Submitted proposal that is awaiting funding status from sponsor)
 3. Not Funded (Notification received from sponsor or principal investigator that proposal was not funded; second-, third-, fourth-, and fifth-, and at the College of Medicine, sixth-, seventh-, and eighth-year reviews only)
- List of grants and contracts for improvement of instruction, with an indication of the candidate's role and percent credit in preparing and administering the grants and contracts
- Other evidence of research or creative accomplishments as appropriate (patents, new product development, new art forms, citation index analysis, etc.) including impact in society of research scholarship and creative accomplishments
- Record of pursuit of advanced degrees and/or further academic studies
- Record of membership in professional and learned societies
- Description of new courses and/or programs developed, including service learning and outreach courses
- Description of new computer software programs developed
- Description of new methods of teaching established courses and/or programs
- List of honors or awards for scholarship, research, or creative activities
- Applications of research scholarship in the field including new applications developed and tested; new or enhanced systems and procedures demonstrated or evaluated for government agencies, professional and industrial associations, educational institutions, etc.
- Technology transferred or adapted in the field
- Technical assistance provided
- If there are unit-specific objective criteria used for assessing the scholarly substance and quality of the candidate's achievement in research and creative accomplishment, list the candidate's performance as measured by these criteria.

THE SCHOLARSHIP OF RESEARCH AND CREATIVE ACCOMPLISHMENTS

Research and/or Scholarly Publications

Published Works

Articles in Refereed Journals:

Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "*Published*", "*In Press*" and not *Contribution Type* is one of: "*Extension Publication*" and *Was this peer-reviewed/refereed?* is equal to "Yes" and *Contribution Type* is one of: "*Journal Article*", "*Magazine/Trade Publication*"

Books:

Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "*Published*", "*In Press*" and not *Contribution Type* is one of: "*Extension Publication*" and *Contribution Type* is one of: "*Book*"

Parts of Books:

Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "*Published*", "*In Press*" and not *Contribution Type* is one of: "*Extension Publication*" and *Contribution Type* is one of: "*Book Chapter*"

Book Reviews:

Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "*Published*", "*In Press*" and not *Contribution Type* is one of: "*Extension Publication*" and *Contribution Type* is one of: "*Book Review*"

Refereed Conference Proceedings:

Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "*Published*", "*In Press*" and not *Contribution Type* is one of: "*Extension Publication*" and *Contribution Type* is one of: "*Conference Proceeding*" and *Was this peer-reviewed/refereed?* is equal to "Yes"

Articles in Non Refereed Journals:

Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "*Published*", "*In Press*" and not *Contribution Type* is one of: "*Extension Publication*" and *Was this peer-reviewed/refereed?* is not equal to "Yes" and *Contribution Type* is one of: "*Journal Article*", "*Magazine/Trade Publication*"

Articles in In-House Publications:

Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "*Published*", "*In Press*" and not *Contribution Type* is one of: "*Extension Publication*" and *Contribution Type* is one of: "*Journal Article, In House*"

Research Reports to Sponsor:

Screen: *Report to Sponsor*

Items: All records

Other works:

Screen: *Publications*

Items: All records

Criteria (is one of):

1. *Current Status* is one of: "*Published*", "*In Press*" and not *Contribution Type* is one of: "*Extension Publication*" and *Contribution Type* is one of: "*Abstract*", "*Blog*", "*Encyclopedia Entry*", "*Manuscript*", "*Newsletter*", "*Newspaper Article*", "*Other*"
2. *Current Status* is one of: "*Published*", "*In Press*" and not *Contribution Type* is one of: "*Extension Publication*" and *Contribution Type* is one of: "*Conference Proceeding*" and *Was this peer-reviewed/refereed?* is not one of: "Yes"

[Articles in Refereed Journals / Books / Parts of Books / Book Reviews / Refereed Conference Proceedings / Articles in Non-Refereed Journals / Articles in In-House Publications / Research Reports to Sponsor / Other Works]

[Concatenation of:]

[Report Title][.] ([pp. Total Number of Pages])[.].
[Comments]

[Concatenation of: "[Contribution Type] or [Explanation of "Other"]", "Sub-Contribution Type"]

[list of [Authors] as "[Last Name], [F. N.] [M. N.] ([Role - If a student, what is the student's level?])", et al.] ([Date Published or Date to be Published if "In Press": Year]). [Title of Contribution][.] [In Editor(s)] [(Eds.)], [*Published in (Title of Larger Work)*]. ([First value of [Edition] and [Edition] ed.][.] Vol. [Volume][.] [First value of [Issue Number] and [Issue Number]][.] [First value of [Contribution Number of Pages pp], [Contribution Number of Pages] and [pp. Contribution Number of Pages]][.] [First value of [City and State of Publisher] and [Country of Publisher]][:] [Publisher][.]. [[Submitted Date Submitted: Month Date Submitted: Day, Date Submitted: Year]]. DOI: [Digital Object Identifier (DOI)], ISBN/ISSN: [ISBN/ISSN], PubMed Central ID Number: [PubMed Central ID Number] [\[URL\]](#)
[Comments (50 words or less suggested)]

Manuscripts Accepted for Publication**Articles in Refereed Journals:**Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "Accepted" and not *Contribution Type* is one of: "Extension Publication" and *Was this peer-reviewed/refereed?* is equal to "Yes" and *Contribution Type* is one of: "Journal Article", "Magazine/Trade Publication"

Books:Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "Accepted" and not *Contribution Type* is one of: "Extension Publication" and *Contribution Type* is one of: "Book"

Parts of Books:Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "Accepted" and not *Contribution Type* is one of: "Extension Publication" and *Contribution Type* is one of: "Book Chapter"

Book Reviews:Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "Accepted" and not *Contribution Type* is one of: "Extension Publication" and *Contribution Type* is one of: "Book Review"

Refereed Conference Proceedings:Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "Accepted" and not *Contribution Type* is one of: "Extension Publication" and *Contribution Type* is one of: "Conference Proceeding" and *Was this peer-reviewed/refereed?* is equal to "Yes"

Articles in Non Refereed Journals:Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "Accepted" and not *Contribution Type* is one of: "Extension Publication" and *Was this peer-reviewed/refereed?* is not equal to "Yes" and *Contribution Type* is one of: "Journal Article", "Magazine/Trade Publication"

Articles in In-House Publications:Screen: *Publications*

Items: All records

Criteria:

1. *Current Status* is one of: "Accepted" and not *Contribution Type* is one of: "Extension Publication" and *Contribution Type* is one of: "Journal Article, In House"

Other works:Screen: *Publications*

Items: All records

Criteria (is one of):

1. **Current Status** is one of: "Accepted" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Abstract", "Blog", "Encyclopedia Entry", "Manuscript", "Newsletter", "Newspaper Article", "Other"
2. **Current Status** is one of: "Accepted" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Conference Proceeding" and **Was this peer-reviewed/refereed?** is not one of: "Yes"

[Articles in Refereed Journals / Books / Parts of Books / Book Reviews / Refereed Conference Proceedings / Articles in Non-Refereed Journals / Articles in In-House Publications / Research Reports to Sponsor / Other Works]

[Concatenation of: "[Contribution Type] or [Explanation of "Other"]", "Sub-Contribution Type"]

[list of [Authors] as "[Last Name], [F. N.] [M. N.] ([Role - If a student, what is the student's level?])", et al.] ([Date Published or Date to be Published if "In Press": Year]). [Title of Contribution][.] [In] [Editor(s)] [(Eds.)], [Published in (Title of Larger Work)]. ([First value of [Edition] and [Edition] ed.][,] Vol. [Volume][,] [First value of [Issue Number] and [Issue Number]][,] [First value of [Contribution Number of Pages pp], [Contribution Number of Pages] and [pp. Contribution Number of Pages]][,] [First value of [City and State of Publisher] and [Country of Publisher]][:] [Publisher][.]. [[Submitted Date Submitted: Month Date Submitted: Day, Date Submitted: Year]]. DOI: [Digital Object Identifier (DOI)], ISBN/ISSN: [ISBN/ISSN], PubMed Central ID Number: [PubMed Central ID Number] [\[URL\]](#)
[Comments (50 words or less suggested)]

Manuscripts Submitted for Publication

Articles in Refereed Journals:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Submitted" and not **Contribution Type** is one of: "Extension Publication" and **Was this peer-reviewed/refereed?** is equal to "Yes" and **Contribution Type** is one of: "Journal Article", "Magazine/Trade Publication"

Books:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Submitted" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Book"

Parts of Books:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Submitted" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Book Chapter"

Book Reviews:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Submitted" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Book Review"

Refereed Conference Proceedings:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Submitted" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Conference Proceeding" and **Was this peer-reviewed/refereed?** is equal to "Yes"

Articles in Non Refereed Journals:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Submitted" and not **Contribution Type** is one of: "Extension Publication" and **Was this peer-reviewed/refereed?** is not equal to "Yes" and **Contribution Type** is one of: "Journal Article", "Magazine/Trade Publication"

Articles in In-House Publications:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Submitted" and not **Contribution Type** is one of: "Extension Publication" and

Contribution Type is one of: "Journal Article, In House"

Other works:

Screen: **Publications**

Items: All records

Criteria (is one of):

1. **Current Status** is one of: "Submitted" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Abstract", "Blog", "Encyclopedia Entry", "Manuscript", "Newsletter", "Newspaper Article", "Other"
2. **Current Status** is one of: "Submitted" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Conference Proceeding" and **was this peer-reviewed/refereed?** is not one of: "Yes"

[Articles in Refereed Journals / Books / Parts of Books / Book Reviews / Refereed Conference Proceedings / Articles in Non-Refereed Journals / Articles in In-House Publications / Research Reports to Sponsor / Other Works]

[Concatenation of: "[Contribution Type] or [Explanation of "Other"]", "Sub-Contribution Type"]

[list of [Authors] as "[Last Name], [F. N.] [M. N.] ([Role - If a student, what is the student's level?]), et al.] ([Date Published or Date to be Published if "In Press": Year]. [Title of Contribution][.] [In] [Editor(s)] [(Eds.)], [Published in (Title of Larger Work)]. ([First value of [Edition] and [Edition] ed.][.] Vol. [Volume][.] [First value of [Issue Number] and [Issue Number]][.] [First value of [Contribution Number of Pages pp], [Contribution Number of Pages] and [pp. Contribution Number of Pages]][.] [First value of [City and State of Publisher] and [Country of Publisher]][:] [Publisher][.]. [[Submitted Date Submitted: Month Date Submitted: Day, Date Submitted: Year]]. DOI: [Digital Object Identifier (DOI)], ISBN/ISSN: [ISBN/ISSN], PubMed Central ID Number: [PubMed Central ID Number] [\[URL\]](#) [Comments (50 words or less suggested)]

Manuscripts in Progress

Journal Articles:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "In Progress", "Revising to Resubmit" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Journal Article", "Magazine/Trade Publication"

Books:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "In Progress", "Revising to Resubmit" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Book"

Parts of Books:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "In Progress", "Revising to Resubmit" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Book Chapter"

Book Reviews:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "In Progress", "Revising to Resubmit" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Book Review"

Refereed Conference Proceedings:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "In Progress", "Revising to Resubmit" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Conference Proceeding" and **was this peer-reviewed/refereed?** is equal to "Yes"

Other works:

Screen: **Publications**

Items: All records

Criteria (is one of):

1. **Current Status** is one of: "In Progress", "Revising to Resubmit" and not **Contribution Type** is one of: "Extension Publication" and **Contribution Type** is one of: "Abstract", "Blog", "Encyclopedia Entry", "Manuscript", "Newsletter", "Newspaper Article", "Other"
2. **Current Status** is one of: "In Progress", "Revising to Resubmit" and not **Contribution Type** is one of: "Extension

Publication and *Contribution Type* is one of: "Conference Proceeding" and *was this peer-reviewed/refereed?* is not one of: "Yes"

[Journal Articles / Books / Parts of Books / Book Reviews / Refereed Conference Proceedings / Research Reports to Sponsor / Other Works]

[Concatenation of: "[Contribution Type] or [Explanation of "Other"]", ", ", "Sub-Contribution Type"]

[list of [Authors] as "[Last Name], [F. N.] [M. N.] ([Role - If a student, what is the student's level?])", et al.] ([Date Published or Date to be Published if "In Press": Year]). [Title of Contribution][.] [In Editor(s)] [(Eds.)], *[Published in (Title of Larger Work)]*. ([First value of [Edition] and [Edition] ed.][.] Vol. [Volume][.] [First value of [Issue Number] and [Issue Number]][.] [First value of [Contribution Number of Pages pp], [Contribution Number of Pages] and [pp. Contribution Number of Pages]][.] [First value of [City and State of Publisher] and [Country of Publisher]][:] [Publisher][.]. [[Submitted Date Submitted: Month Date Submitted: Day, Date Submitted: Year]]. DOI: [Digital Object Identifier (DOI)], ISBN/ISSN: [ISBN/ISSN], PubMed Central ID Number: [PubMed Central ID Number] [\[URL\]](#)
[Comments (50 words or less suggested)]

Cooperative Extension Bulletins and Circulars

Screen: *Publications*

Items: All records

Criteria:

1. *Contribution Type* is one of: "Extension Publication"

[Current Status]

[list of [Authors] as "[Last Name], [F. N.] [M. N.] ([Role - If a student, what is the student's level?])", et al.] ([Date Published or Date to be Published if "In Press": Year]). [Title of Contribution][.] [In Editor(s)] [(Eds.)], *[Published in (Title of Larger Work)]*. ([First value of [Edition] and [Edition] ed.][.] Vol. [Volume][.] [First value of [Issue Number] and [Issue Number]][.] [First value of [Contribution Number of Pages pp], [Contribution Number of Pages] and [pp. Contribution Number of Pages]][.] [First value of [City and State of Publisher] and [Country of Publisher]][:] [Publisher][.]. [[Submitted Date Submitted: Month Date Submitted: Day, Date Submitted: Year]]. DOI: [Digital Object Identifier (DOI)], ISBN/ISSN: [ISBN/ISSN], PubMed Central ID Number: [PubMed Central ID Number] [\[URL\]](#)
[Comments (50 words or less suggested)]

Creative Accomplishments

Screen: *Artistic and Professional Performances and Exhibits*

Items: All records

Criteria:

1. College is NOT equal to CM and College is NOT equal to AA

[[Type of Work] or [Explanation of "Other"]]

[list of [Performers/Exhibitors/Lecturers] as "[Last Name], [F. N.] [M. N.] ([Role])". "[Work/Exhibit Title]," [Name of Performing Group], [Sponsor], [Location (City, State, Country)], [peer-reviewed/refereed], by [Was this by audition, commission, competition or invitation?], [Was this academic or non-academic?]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Project Description]

Creative Accomplishments

Screen: *Artistic and Professional Performances and Exhibits*

Items: All records

Criteria (is one of):

1. College is equal to CM

2. College is equal to AA

[[Type of Work] or [Explanation of "Other"]]

[list of **Performers/Exhibitors/Lecturers** as "[Last Name], [F. N.] [M. N.] ([Role])". "[Work/Exhibit Title]," [Name of Performing Group], [Sponsor], [Location (City, State, Country)], [peer-reviewed/refereed], by [Was this by audition, commission, competition or invitation?], [Was this academic or non-academic?]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL for more info](#)
 [Project Description]
 [list of [Type of Screening/Exhibition], at [Festival or Venue Name], [Location (City, State, Country)]] separated by "
 "]

Papers, Presentations, Seminars, and Workshops

Screen: *Papers, Presentations, Seminars, workshops*
 Items: All records
 Criteria:
 1.College is NOT equal to SC

[Presentation Type] or [Explanation of "Other"]

[list of **Presenters/Authors** as "[Last Name], [F. N.] [M. N.] ([Role - If a student, what is his/her level?])". ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). "[Presentation Title]," [Conference/Meeting Name], [Sponsoring Organization], [Conference/Meeting Location (City, State, Country)], [Number in Attendance] in attendance, [peer-reviewed/refereed], [published in proceedings], [Invited]. [Scope]. [URL](#)
 [Comments (50 words or less suggested)]

Papers, Presentations, Seminars, and Workshops

Screen: *Papers, Presentations, Seminars, workshops*
 Items: All records
 Criteria:
 1.College is equal to SC

[Presentation Type] or [Explanation of "Other"]

[list of **Presenters/Authors** as "[Last Name], [F. N.] [M. N.] ([Role - If a student, what is his/her level?])". ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). "[Presentation Title]," [Conference/Meeting Name], [Sponsoring Organization], [Conference/Meeting Location (City, State, Country)], [Number in Attendance] in attendance, [peer-reviewed/refereed], [published in proceedings], [Invited]. [Scope]. [URL](#)
 [Comments (50 words or less suggested)]

Description of Outreach or Other Activities in which there was Significant Use of Candidate's Expertise

Outreach - Editorial Responsibilities

Screen: *Outreach - Editorial Responsibilities*
 Items: All records

[Title of Journal/Book Series], [[Editor Role] or [Explanation of "Other"]]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL](#)
 [Description]
 [Comments]

Outreach - Peer Review of Grant Proposals

Screen: *Outreach - Peer Review of Grant Proposals*
 Items: All records

[Funding Agency], [[Type of Reviewer] or [Explanation of "Other"]]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
 [Description]
 [Comments]

Outreach - Peer Review of Manuscripts, etc.

Screen: ***Outreach - Peer Review of Manuscripts, etc.***
 Items: All records
 Criteria:
 1.College is NOT equal to BC

[Title of Journal, Book, or other Publication Type], [[Your Role] or [Explanation of "Other"]]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [[Number of Articles Reviewed] if HH or BA, or [Enter number of reviews over the date range specified] for LA] review(s).
 [Description]
 [Comments]

Outreach - Peer Review of Manuscripts, etc.

Screen: ***Outreach - Peer Review of Manuscripts, etc.***
 Items: All records
 Criteria:
 1.College is equal to BC

[[Your Role] or [Explanation of "Other"]], [Title of Journal, Book, or other Publication Type]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).

Outreach - Other Use of Expertise

Screen: ***Outreach - other Use of Expertise***
 Items: All records

[Type of Work] or [Explanation of "Other"]

[Title of Work or Activity], [Role], [Published In], [Interviewed By], [Name of Organization, University, or Client], [Location]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [\[URL\]](#)
 [Description (50 Words)]
 [Comments]

Consulting

Screen: ***Consulting***
 Items: All records

[Consulting Type], [Activity Title], [Client/Organization], [Name], [Address], [Address 2], [City], [State], [Zip Code], [Location], [Compensated or Pro Bono?], approximately [Approx. Number of Hours Spent Per Year] hours spent per year, Contract Period (wks): [Contract Period (in weeks)]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
 [Brief Description (30 Words or Less)]
 [Comments]

Projects, Grants, Commissions, and Contracts

Screen: ***Contracts, Grants, Fellowships and Sponsored Research***
 Items: All records
 Criteria:
 1. ***Does research support improvement of instruction?*** is not equal to "Yes" and ***Current Status?*** is not one of: "Not Funded", "Purged", "Withdrawn" and College is NOT equal to HH and College is NOT equal to EM and College is NOT equal to SC and College is NOT equal to AG and College is NOT equal to EN

Current Status?

[list of [[Last Name], [Initial of: [First Name]] [Initial of: [Middle Name/Initial]] ([[Role] or [Explanation of "Other"]])] separated by ", ", [Funding Type], [% Credit]% credit, "[Contract/Grant/Research Title]," [Sponsoring Organization], [[Sponsor Type] or [Explanation of "Other"]]. Total requested: \$[Total Requested]. Total awarded: \$[Amount Funded (Total or To Date, as applicable)]. Total anticipated: \$[Total Anticipated Award], Award Agreement number: [OSP Base Agreement Number]. (submitted: [Date Submitted for Funding: Month Date Submitted for Funding: Day, Date Submitted for Funding: Year], date not funded: [Date Not Funded: Month Date Not Funded: Day, Date Not Funded: Year], date funding awarded: [Date Funding Awarded: Month Date Funding Awarded: Day, Date Funding Awarded: Year], funded: [Start Date of Funding: Month Start Date of Funding: Day, Start Date of Funding: Year - End Date

of Funding: Month End Date of Funding: Day, End Date of Funding: Year]).
 Effort Academic:[Effort Academic], Effort Summer: [Effort Summer], Effort Calendar: [Effort Calendar]
 [Amendments:]
 [list of [OSP Number: [OSP Number], Total awarded: \$[Amount Funded (Total or To Date, as applicable)].
 Total anticipated: \$[Total Anticipated Award]. [Start Date of Funding: Month Start Date of Funding: Day,
 Start Date of Funding: Year - End Date of Funding: Month End Date of Funding: Day, End Date of
 Funding: Year]] separated by "
 "][[URL for more info](#)]
 Abstract: [Abstract]
 [Comments:][Comments]

Projects, Grants, Commissions, and Contracts

Screen: **Contracts, Grants, Fellowships and Sponsored Research**
 Items: All records
 Criteria (is one of):
 1. **Does research support improvement of instruction?** is not equal to "Yes" and **Current Status?** is not one of:
 "Not Funded", "Purged", "Withdrawn" and College is equal to HH
 2. **Does research support improvement of instruction?** is not equal to "Yes" and **Current Status?** is not one of:
 "Not Funded", "Purged", "Withdrawn" and College is equal to EM
 3. **Does research support improvement of instruction?** is not equal to "Yes" and **Current Status?** is not one of:
 "Not Funded", "Purged", "Withdrawn" and College is equal to AG

Awarded

Date of Funding	Investigators	Project Title and Award Agreement Number	Sponsor	Candidate's Role, % Credit	Amount
Date Requested: [Date Submitted for Funding (Start) formatted as MM/dd/yyyy] Date Awarded: [Date Funding Awarded (Start) formatted as MM/dd/yyyy] Start Date: [Start Date of Funding (Start) formatted as MM/dd/yyyy] End Date: [End Date of Funding (Start) formatted as MM/dd/yyyy]	[list of [Investigators] as "[Last Name], [First Name] [Initial of: [Middle Name/Initial]]"]	[Contract/Grant/Research Title]. Award Agreement number: [OSP Base Agreement Number] Effort Academic:[Effort Academic], Effort Summer: [Effort Summer], Effort Calendar: [Effort Calendar]	[Sponsoring Organization]	[Role], [% Credit]%	Total requested: \$[Total Requested] Total anticipated: \$[Total Anticipated Award] Total awarded (to date, if applicable): \$[Amount Funded (Total or To Date, as applicable)]
		[Amendments:] [list of [OSP Number: [OSP Number], Total awarded: \$[Amount Funded (Total or To Date, as applicable)]. Total anticipated: \$[Total Anticipated Award]. [Start Date of Funding: Month Start Date of Funding: Day, Start Date of Funding: Year - End Date of Funding: Month End Date of Funding: Day, End Date of Funding: Year]] separated by " ""]			
Comments: [Comments]					

Pending

Date Requested	Investigators	Project Title and Award Agreement Number	Sponsor	Role and % Credit	Amount
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Anticipated Award], Award Agreement number: [OSP Base Agreement Number]. (submitted: [Date Submitted for Funding: Month Date Submitted for Funding: Day, Date Submitted for Funding: Year], date not funded: [Date Not Funded: Month Date Not Funded: Day, Date Not Funded: Year], date funding awarded: [Date Funding Awarded: Month Date Funding Awarded: Day, Date Funding Awarded: Year], funded: [Start Date of Funding: Month Start Date of Funding: Day, Start Date of Funding: Year - End Date of Funding: Month End Date of Funding: Day, End Date of Funding: Year]).

Effort Academic:[Effort Academic], Effort Summer: [Effort Summer], Effort Calendar: [Effort Calendar] [Amendments:]

[list of [OSP Number: [OSP Number], Total awarded: \$[Amount Funded (Total or To Date, as applicable)]. Total anticipated: \$[Total Anticipated Award]. [Start Date of Funding: Month Start Date of Funding: Day, Start Date of Funding: Year - End Date of Funding: Month End Date of Funding: Day, End Date of Funding: Year]] separated by "

"] [[URL for more info](#)]

Amendments:

[Amendments:]

[list of [OSP Number: [OSP Number], Total awarded: \$[Amount Funded (Total or To Date, as applicable)]. Total anticipated: \$[Total Anticipated Award]. [Start Date of Funding: Month Start Date of Funding: Day, Start Date of Funding: Year - End Date of Funding: Month End Date of Funding: Day, End Date of Funding: Year]] separated by "

"]

Abstract: [Abstract]

Comments: [Comments]

Other Evidence of Research or Creative Accomplishments

Patent Intellectual Property

Screen: *Patent Intellectual Property*
Items: All records

[list of [Inventors] as "[Last Name], [F. N.] [M. N.] ([Your Contribution])", [Patent or Patent Application], "[Patent Title].", Sponsor/Agency Award number: [Patent or Patent Application Number]. (application: [Date of Patent Application: Month Date of Patent Application: Day, Date of Patent Application: Year], approve: [Date patent, if approved: Month Date patent, if approved: Day, Date patent, if approved: Year], license: [Date Licensed: Month Date Licensed: Day, Date Licensed: Year]).

[Description]

[Comments]

Citation/Index Analysis

Screen: *Publication Impact - Citations*
Items: All records

Screen: *Publications*

Items: All records

Criteria:

1. *Date Citation Count Analyzed: Year* has a value and *Citation Count* has a value

Screen: *Number of H-Index*

Items: All values

"[Title of Publication/Article Cited]," [Number of Citations] citation(s) as of [Date of Citation Count (Start)].
[Comments]

"[Title of Contribution]", [Citation Count] [citation(s)] [as of] [Date Citation Count Analyzed: Month Date Citation Count Analyzed: Day, Date Citation Count Analyzed: Year] from [Citation Source].

H-Index [Number of H-Index], as of [Date of H-Index recorded (Month, Day, Year): Month Date of H-Index recorded (Month, Day, Year): Day, Date of H-Index recorded (Month, Day, Year): Year] from [Source of H-Index].

Reviews of Your Work

Screen: *Publication Impact - Articles/Books/Book Reviews*
Items: All records
Criteria:

1.College is equal to LA

[[Type of Publication Cited] or [Explanation of "Other"]], [Title of your Publication that is Cited or under Review], [Author(s) of Publication in which citation appears] ([Date (Start)]). [Title of Publication in which the Citation or Review Appears], [Journal/Periodical Title], [Journal/Periodical Volume]/([Journal/Periodical Issue Number]). [Page Numbers]. [City and State of Publisher]: [Publisher]. [Comments]

Reviews and Citations of Your Work

Screen: *Publication Impact - Articles/Books/Book Reviews*
 Items: All records
 Criteria:
 1.College is NOT equal to LA

[Author(s) of Publication in which citation appears] ([Date: Month Date: Day, Date: Year]). "[Title of Publication in which the Citation or Review Appears],["] [Journal/Periodical Title] [Journal/Periodical Volume]/([Journal/Periodical Issue Number]). [City and State of Publisher][:] [Publisher]. [Comments]

Impact in Society of Research Scholarship and Creative Accomplishment

Screen: *Impact in Society of Research Scholarship and Creative Accomplishments/Media Mentions*
 Items: All records

[[Type of Publicity] or [Explanation of "Other"]], "[Title/Description]," [[Media Type] or [Explanation of "Other"]], [Program/Media Outlet Name], [Outlet Location], [Reference]. ([Date: Month Date: Day, Date: Year]). [Comments/Details]

Record of Pursuit of Advanced Degrees and/or Further Academic Studies

Screen: *Pursuit of Advanced Degree and/or Further Academic Studies*
 Items: All records

[Discipline], [[Type] or [Explanation of "Other"]], [[Degree] or [Explanation of "Other"]], [Status], [Awarded by], [Location (City, State)]. ([Started Date: Month Started Date: Day, Started Date: Year - Issued Date: Month Issued Date: Day, Issued Date: Year]). [Description] [Comments]

Record of Membership in Professional and Learned Societies

Screen: *Professional Memberships*
 Items: All records

Scope of Organization

[Leadership Position Held], [Name of Organization]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
 Description of Organization
 [Sub-organization]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year])

Description of New Courses and/or Programs Developed, Including Service Learning and Outreach**Courses**

Screen: *New Course or Program Development*
 Items: All records

[list of [Developer(s)] as "[Last Name], [F. N.] [M. N.] ([Your Role])", [Type], "[Title]," [Course Prefix] [Course Number][Course Number Suffix]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year] [Date Developed: Month Date Developed: Year]). [URL for more info](#)
 [Description]
 [Comments]

Description of New Computer Software Programs Developed

Screen: *New Software Programs Developed*
Items: All records

[Name of Software Product], [list of **Faculty/Developers**] as "[Last Name], [F. N.] [M. N.], [Contribution] ([Contribution %])" ([Date: Month Date: Day, Date: Year])
[Description]

Description of New Methods of Teaching Established Courses and/or Programs

Screen: *New Method of Teaching Established Course/Program*
Items: All records

[list of **Developer(s)**] as "[Last Name], [F. N.] [M. N.] ([Your Role])", [Type], "[Title]," [Course Prefix] [Course Number]. Cross Listed Courses: [list of [Course Prefix Course Number] separated by ", ". ([Date Developed: Month Date Developed: Day, Date Developed: Year] [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL for more info](#)
[Description]
[Comments]

Honors or Awards for Scholarship, Research, or Creative Activities

Screen: *Honors and Awards*
Items: All records
Criteria:
1. **Purpose** is one of: "*Scholarship/Research*", "*Creative Activities*"

Purpose

[Award or Honor Name], [Organization/Sponsor]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL](#)
[Description/Explanation (50 Words or Less)]
[Comments]

Application of Research Scholarship in the Field including New Applications Developed and Tested; New or Enhanced Systems and Procedures Demonstrated or Evaluated for Government Agencies; Professional and Industrial Associations, Educational Institutions, etc.

Screen: *Application of Research Scholarship*
Items: All records

[Product Name], [Status of the Development]. [list of **Developers/Inventors/Users**] as "[Last Name], [F. N.] [M. N.], [Your Role] ([Suffix])"
[Description]
[Comments]

Offsite/Field Research

Screen: *Offsite/Field Research*
Items: All records

[list of **Collaborators**] as "[Last Name], [F. N.] [M. N.] ([Role])", "[Title]," [Location]. ([Begin Date: Month Begin Date: Day, Begin Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Description]

Technology Transferred or Adapted in the Field

Screen: *Technology Transferred/Adapted in the Field*
Items: All records

[list of **Developers/Inventors**] as "[Last Name], [F. N.] [M. N.] ([Your Role])", "[Title of Technology]," [Transferred to/Adopted by], [City, State, Zip]. Invention Disclosure No. [Invention Disclosure #]. [Status of the Transfer]. ([Date Transferred: Month Date Transferred: Day, Date Transferred: Year]).
[Description]

[Comments]

Technical Assistance Provided

Screen: *Technical Assistance Provided*
Items: All records

[Assistance Provided to], [Address], [City, State, Zip]. Number of Hours of Assistance: [Number of Hours of Assistance]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Description of Assistance]

Intellectual or Creative Contributions to the Field of Librarianship

Screen: *Intellectual or Creative Contributions*
Items: All records

[Title of Work or Activity]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [\[URL\]](#)
[Description (50 Words)]
[Comments]

Professional Development Activities Related to Research Responsibilities

Screen: *Professional Development*
Items: All records
Criteria:
1. *Development Area* is one of: "Research"

[[Activity Type] or [Explanation of "Other"]], [Title of Seminar/Workshop], [Name of Conference/Meeting/Etc.], [Sponsoring Organization]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Description (30 Words or Less)]
[Comments]



PennState

SERVICE AND THE SCHOLARSHIP OF SERVICE TO THE UNIVERSITY, SOCIETY, AND THE PROFESSION

This section contains the following in reverse chronological order with the most recent date listed first:

- Service to the University
 1. Record of administrative assignments at the department, division, school, campus, college and University levels
 2. Record of committee work at the department, division, school, campus, college, and University levels
 3. Participation in campus and/or University-wide governance bodies and related activities
 4. Record of administrative support work (college representative, faculty mentoring, assessment activities, etc.)
 5. Record of contributions to the University's programs to enhance equal opportunity and cultural diversity
 6. Assistance to student organizations
 7. Participation in recruitment and retention activities
 8. Participation in development/fundraising activities
 9. Other

- Service to society as a representative of the University (limit the list to those activities that use the candidate's professional expertise)
 1. Participation in community affairs
 2. Service to governmental agencies at the international, federal, state, or local levels
 3. Service to business and industry
 4. Service to public and private organizations
 5. Service to citizen/client groups
 6. Testifying as an expert witness
 7. Other (e.g., participation in task forces, authorities, meetings, etc. of public, nonprofit, or private organizations)

- Service to the disciplines and to the profession
 1. Organizing conferences, service on conference committees
 2. Active participation in professional and learned societies (e.g., offices held, committee work, and other responsibilities)
 3. Other

- List of honors or awards for leadership and/or service to the University, community, or the profession

SERVICE AND THE SCHOLARSHIP OF SERVICE TO THE UNIVERSITY, SOCIETY, AND THE PROFESSION

Service to the University

Record of Administrative Assignments at Department, Division, School, Campus, College, and University Levels

Screen: *Administrative Assignments*
Items: All records

[Scope]

[[Position/Role] or [Explanation of "Other"]],
[Campus/Center/College/Department/Institute/Program/School/University]
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year])
[Responsibilities/Brief Description (30 Words or Less)]

Record of Committee Work at Department, Division, School, Campus, College, and University Levels

Screen: *Internal to PSU*
Items: All records
Criteria:
1. *Service Type* is one of: "Committee work"

[Area of Service]

[Title of Service], [Committee Name], [Organization], [[Position/Role] or [Explanation of "Other"]], [Elected].
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]
[Comments]

Participation in Campus and/or University-wide Governance Bodies and Related Activities

Screen: *Internal to PSU*
Items: All records
Criteria:
1. *Service Type* is one of: "Participation in Governance Bodies and Related Activities"

[Area of Service]

[Title of Service], [Committee Name], [Organization], [[Position/Role] or [Explanation of "Other"]], [Elected].
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]
[Comments]

Record of Administrative Support Work (College Representative, Faculty Mentoring, Assessment Activities, etc.)

Screen: *Internal to PSU*
Items: All records
Criteria:
1. *Service Type* is one of: "Administrative Support work"

[Area of Service]

[Title of Service], [Committee Name], [Organization], [[Position/Role] or [Explanation of "Other"]], [Elected].
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]
[Comments]

Record of Contributions to the University's Programs to Enhance Equal Opportunity and Cultural Diversity

Screen: *Internal to PSU*
Items: All records
Criteria:
1. *Service Type* is one of: "Contribution to Programs to Enhance Equal Opportunity/Cultural Diversity"

[Area of Service]

[Title of Service], [Committee Name], [Organization], [[Position/Role] or [Explanation of "Other"]], [Elected].
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]
[Comments]

Assistance to Student Organizations

Screen: *Internal to PSU*
Items: All records
Criteria:
1. *Service Type* is one of: "Assistance to Student Organizations"

[Area of Service]

[Title of Service], [Committee Name], [Organization], [[Position/Role] or [Explanation of "Other"]], [Elected].
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]
[Comments]

Participation in Recruitment and Retention Activities

Screen: *Internal to PSU*
Items: All records
Criteria:
1. *Service Type* is one of: "Participation in Recruitment and Retention Activities"

[Area of Service]

[Title of Service], [Committee Name], [Organization], [[Position/Role] or [Explanation of "Other"]], [Elected].
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]
[Comments]

Participation in Development/Fundraising Activities

Screen: *Internal to PSU*
Items: All records
Criteria:
1. *Service Type* is one of: "Participation in Development/Fundraising Activities"

[Area of Service]

[Title of Service], [Committee Name], [Organization], [[Position/Role] or [Explanation of "Other"]], [Elected].
([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]
[Comments]

First value of [[Service Type] or [Explanation of "Other"]] and [Unknown Service Type]

Screen: *Internal to PSU*
Items: Records not displayed above

[Area of Service]

[Title of Service], [Committee Name], [Organization], [[Position/Role] or [Explanation of "Other"]], [Elected].

([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]
[Comments]

Service to Society as a Representative of the University

Participation in Community Affairs

Screen: *External to PSU*
Items: All records
Criteria:
1. *Area of Service* is one of: "Society" and *Service Type* is one of: "Participation in Community Affairs"

[Title of Service], [Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]], [Elected],
[Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date: Month Start Date: Day, Start Date:
Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

Service to Governmental Agencies at the International, Federal, State, or Local Levels

Screen: *External to PSU*
Items: All records
Criteria:
1. *Area of Service* is one of: "Society" and *Service Type* is one of: "Service to Governmental Agencies"

[Title of Service], [Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]], [Elected],
[Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date: Month Start Date: Day, Start Date:
Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

Service to Business and Industry

Screen: *External to PSU*
Items: All records
Criteria:
1. *Area of Service* is one of: "Society" and *Service Type* is one of: "Service to Business and Industry"

[Title of Service], [Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]], [Elected],
[Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date: Month Start Date: Day, Start Date:
Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

Service to Public and Private Organizations

Screen: *External to PSU*
Items: All records
Criteria:
1. *Area of Service* is one of: "Society" and *Service Type* is one of: "Service to Public and Private Organizations"

[Title of Service], [Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]], [Elected],
[Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date: Month Start Date: Day, Start Date:
Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

Service to Citizen and/or Client Groups

Screen: *External to PSU*
Items: All records
Criteria:
1. *Area of Service* is one of: "Society" and *Service Type* is one of: "Service to Citizen and/or Client Groups"

[Title of Service], [Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]], [Elected],
[Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date: Month Start Date: Day, Start Date:
Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)

[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

Testifying as an Expert Witness

Screen: *External to PSU*
Items: All records
Criteria:
1. *Area of Service* is one of: "*society*" and *Service Type* is one of: "*Testifying as an Expert Witness*"

[Title of Service], [Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]], [Elected],
[Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date: Month Start Date: Day, Start Date:
Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

First value of [[Service Type] or [Explanation of "Other"]] and [Unknown Service Type]

Screen: *External to PSU*
Items: Records not displayed above
Criteria:
1. *Area of Service* is one of: "*society*"

[Title of Service], [Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]], [Elected],
[Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date: Month Start Date: Day, Start Date:
Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

Service to the Disciplines and to the Profession

Organizing Conferences and Service on Conference Committees

Screen: *External to PSU*
Items: All records
Criteria:
1. *Area of Service* is one of: "*Profession*" and *Service Type* is one of: "*Organizing Conferences and Service on Conference Committees*"

[Title of Service], [Organization/Committee/Club], [Division/Section], [Subcommittee], [[Position/Role] or
[Explanation of "Other"]], [Elected], [Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date:
Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

Active Participation in or Service to Professional and Learned Societies (e.g., offices held, committee work, and other responsibilities)

Screen: *External to PSU*
Items: All records
Criteria:
1. *Area of Service* is one of: "*Profession*" and *Service Type* is one of: "*Participation in or Service to Professional and Learned Societies*"

[Title of Service], [Organization/Committee/Club], [Division/Section], [Subcommittee], [[Position/Role] or
[Explanation of "Other"]], [Elected], [Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date:
Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [\[URL for more info\]](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

First value of [[Service Type] or [Explanation of "Other"]] and [Unknown Service Type]

Screen: *External to PSU*
Items: Records not displayed above
Criteria:
1. *Area of Service* is one of: "*Profession*"

[Title of Service], [Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]], [Elected], [Served Ex-Officio], [Audience]. [City], [State] [Country]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL for more info](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

Unknown Area of Service

Screen: *External to PSU*
Items: All records
Criteria:
1. *Area of Service* does not have a value

First value of [[Service Type] or [Explanation of "Other"]] and [Unknown Service Type]

[[Service Type] or [Explanation of "Other"]], [Profession], [Title of Service], [Organization/Committee/Club], [Subcommittee], [[Position/Role] or [Explanation of "Other"]], [Were you elected or appointed?]. [City], [State] [Country]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL for more info](#)
[Responsibilities/Brief Description (30 Words or Less)]
[Brief Description of Committee's Key Accomplishments]

Honors or Awards for Leadership and/or Service to the University, Community, or the Profession

Screen: *Honors and Awards*
Items: All records
Criteria:
1. *Purpose* is one of: "*Leadership*", "*Service, University*", "*Service, Community*", "*Service, Professiona*" and *Report Start Date to Report End Date* (dates must exist) overlaps with *Record Start Date to Record End Date* (*Record Start Date* must exist; if only *Record Start Date* exists: ongoing included)

Purpose

[Award or Honor Name], [Organization/Sponsor]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL](#)
[Description/Explanation (50 Words or Less)]

Professional Development Activities Related to Service Responsibilities

Screen: *Professional Development*
Items: All records
Criteria:
1. *Development Area* is one of: "*Service*" and *Report Start Date to Report End Date* (dates must exist) overlaps with *Record Start Date to Record End Date* (*Record Start Date* must exist; if only *Record Start Date* exists: ongoing included)

[[Activity Type] or [Explanation of "Other"]], [Title of Seminar/Workshop], [Name of Conference/Meeting/Etc.], [Sponsoring Organization]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]). [URL for more info](#)
[Description (30 Words or Less)]
[Comments]



PennState

EXTERNAL LETTERS OF ASSESSMENT (FOR PROMOTION AND FINAL TENURE REVIEWS)

This section contains:

- Description of how the letters of assessment were solicited, including a sample letter or request, and a description of the procedure for selecting external evaluators. Note: When letters are solicited, the request should be for letters of assessment rather than “recommendations” or “endorsements,” and evaluators should be encouraged to concentrate on those aspects of the candidate’s record which are most important to the external visibility and professional standing of the candidate.
- List of materials sent to external evaluators (e.g., copies of publications, vita, narrative statement, etc.).
- Identification of those who have written assessments, including a brief statement of the referee’s achievements and standing in his/her discipline.
- A log showing the date on which each external letter was requested by the department/dean, and the date the letter was received. All requests should be entered regardless of whether a response was obtained.



PennState

STATEMENTS OF EVALUATION OF THE CANDIDATE BY REVIEW COMMITTEES AND ADMINISTRATORS

This section contains:

*Evaluative statements assessing the candidate's strengths and weaknesses with respect to University and local criteria shall be provided at campus, department, college, and University levels. Each of these evaluative statements is inserted in the candidate's dossier at each step in the review process in the following order:

1. For tenure cases, all previous tenure review evaluations, presented in chronological order, beginning with the earliest probationary reviews
2. Campus review committee (if appropriate)
3. Campus chancellor (if appropriate)
4. Secondary department head (if appropriate)
- ** 5. Department review committee (if appropriate)
6. Department head, or other appropriate unit head; e.g., division head or school director (if appropriate)
7. College review committee (if appropriate)
8. College dean or campus chancellor
9. University Promotion and Tenure Review Committee (if appropriate)

The author(s) of the comments and recommendations at each of the above levels of review shall indicate the relative emphasis given to each of the University and local criteria/expectations in the evaluation of each candidate for promotion and tenure. When a candidate has not received a unanimous committee vote, the evaluation shall include a discussion of the reasons for the divergent opinions.

All committee reports should list the entire membership, be signed and dated by at least the Chair.

The numerical vote of each committee should be reported.

* Evaluative statements are required for tenure cases only. Post-tenure dossiers do not require prior evaluative statements.

** An individual's performance in an intercollege research program should be evaluated in writing by the program director or by appropriate faculty member(s).