



**PennState**

## BIOGRAPHICAL DATA FOR PROMOTION/TENURE REVIEW

### I.

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

### II.

#### ACADEMIC TRAINING

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

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

#### ACADEMIC, GOVERNMENT, MILITARY, AND PROFESSIONAL POSITIONS

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

### IV.

#### PREVIOUS SABBATICALS AT THE PENNSYLVANIA STATE UNIVERSITY

<b>Activity or Project</b> [On Leave?]	<b>Results: Publications, Reports, etc.</b> [Results of Sabbaticals: Publications, Reports, etc.]	<b>Dates</b> [Start Month of Leave Start Day of]
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[Last Name], [First Name] [Initial of: [Middle Name (optional)]], [Suffix]

		Leave, Start Year of Leave - End Month of Leave End Day of Leave, End Year of Leave]
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## NARRATIVE STATEMENT

Screen: *Narrative for Annual Review*

Items: First value

Criteria:

1. *Narrative for P&T Review* has a value

[Narrative for P&T Review]

## 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



## **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
- 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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	Year	Sum of "# of Students"	Sum of "# of Sessions"
<b>Totals:</b>				<b>Sum of "# of Students"</b>	<b>Sum of "# of Sessions"</b>

#### Narrative

Screen: *Course Related Instructional Activities*  
 Items: All records  
 Criteria:  
 1. *Narrative (50 words or less suggested)* has a value and College is equal to UL

[Narrative (50 words or less suggested)] ([Semester] [Year])

Screen: *Outreach/Special Programs*  
 Items: All records  
 Criteria:  
 1. *Narrative* has a value and College is equal to UL

[Narrative]

### 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>Year</u>	<u>Sections</u>	<u>No. of Attendees</u>
[Class Name], [College], [Campus]	[Year]	Sum of "# of Sections"	Sum of "# of Students"
	<b>Totals:</b>	<b>Sum of "# of Sections"</b>	<b>Sum of "# of Students"</b>





**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.**

**Inpatient**

Screen: *Clinical Assignments*

Items: All records

Criteria:

1. *Number of Inpatient Services* is greater than 0.0

[Calendar Year]

Number of Inpatient Services: [Number of Inpatient Services]

[Description]

**Outpatient**

Screen: *Clinical Assignments*

Items: All records

Criteria:

1. *Number of Outpatient Services* is greater than 0.0

[Calendar Year]

Number of Outpatient Services: [Number of Outpatient Services]

[Description]

**Consultation Services**

Screen: *Clinical Assignments*

Items: All records

Criteria:

1. *Number of Consultation Services* is greater than 0.0

[Calendar Year]

Number of Consultation Services: [Number of Consultation Services]

[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)**

**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 Month Start Day, Start Year - End Month End Day, End Year])

**Divisional**

Screen: *Quality of Improvement*

Items: All records

Criteria:

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

[Role], [Description][

][([Start Month Start Day, Start Year - End Month End Day, End Year])

**Institutional**

Screen: *Quality of Improvement*

Items: All records

Criteria:

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

[Role], [Description][

][([Start Month Start Day, Start Year - End Month End Day, End 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*"

[Award or Honor Name], [Organization/Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). [Concatenation of: "*http://*", "*URL*"].

[Description/Explanation (50 Words or Less)]

[Comments]



**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

[Semester] [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

Semester/ Year	Course	Course Title	Credits	Enrollment	% Responsible	Type of Instruction	Instructor Role
[Semester] [Year]	[Course Prefix] [Course Number] [Course Number Suffix] [Section Number]	[Course Title]	[Number of Credits]	[Official Enrollment Number]	[% Responsibility ]	[Delivery Mode] [Instructor Mode], [Course Component]	[Instructor Role]

### List of Non-Credit Courses and Workshops Taught in Support of Outreach-Based Instruction

Screen: **Non-Credit Instruction Taught**

Items: All records

[Course Title], [[Instruction Type] or [Explanation of "Other"]], [Role], [Delivery Mode], [Sponsoring Organization], [Location], [Number of Participants] [participant(s)], [Audience], [Academic or Professional?]. [Semester] ([Start Month Start Day, Start Year - End Month End Day, End 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: **S RTE 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

[Term] [Year]

[Course Prefix] [Course Number][Course Number Suffix]-[Section Number]. Mean course rating: [Mean Rating for Overall Course Quality], Mean instructor rating: [Mean Rating for Overall Instructor Quality], [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

Semester & Year	Course	Section	Enrollment	Number of Respondents (%)	Overall Quality of Course	Overall Quality of Instructor
[Term] [Year]	[Course Prefix] [Course Number][Course Number Suffix]	[Section Number]	[Enrollment]	[Percentage of Enrollment]	[Mean Rating for Overall Course Quality]	[Mean Rating for Overall Instructor Quality]

**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 **Record Start Date, Record End Date** all have a value

[Term] [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 post docs you supervised/supported]: [Number of post docs you supervised/supported]

[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
[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]

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

**Course-Related and Course-Integrated Instructional Activities**

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

[Semester] [Year]

[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)].

[Narrative (50 words or less suggested)]

**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 Month Start Day, Start Year - End Month End Day, End 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 Month Begin Day, Begin Year - End Month End Day, End 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] ([Month Day, 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"

**Purpose**

[Award or Honor Name], [Organization/Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). [Concatenation of: "http://", "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

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

[Role], [Description]. Delivery Mode: [Delivery Mode], Number of Participants: [Number of Participants], [Event Location], [City, State, Zip]. [Start Month Start Day, Start Year - End Month End Day, End 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 and College is NOT equal to AG

**[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)]. ([Month Started Day Started, Year Started - Month Completed Day Completed, Year Completed]).

[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]. ([Month Started Day Started, Year Started - Month Completed Day Completed, Year Completed]).  
 [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 (is one of):  
 1. College is equal to HH  
 2. College is equal to AG

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

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

**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**

## **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:

- Current Status** is one of: "Published", "In Press" and **Was this peer-reviewed/refereed?** is equal to "Yes" and **Contribution Type** is one of: "Journal Article", "Journal Article, Academic Journal", "Journal Article, Professional Journal", "Journal Article, Public or Trade Journal", "Journal Article, Review", "Law Review", "Fiction, Online Literary Journal", "Fiction, Print Literary Journal", "Non Fiction, Online Literary Journal", "Non Fiction, Print Literary Journal", "Poetry, Online Literary Journal", "Poetry, Print Literary Journal", "Magazine or Trade Journal Article", "Magazine/Trade Publication"

#### Books:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Published", "In Press" and **Contribution Type** is one of: "Book", "Book, Scholarly", "Book, Scholarly-New", "Book, Scholarly-Revised", "Book, Non-Scholarly", "Book, Non-Scholarly-New", "Book, Non-Scholarly-Revised", "Book, Textbook", "Book, Textbook-New", "Book, Textbook-Revised", "Anthology", "Edited Volume", "Scholarly Edition"

#### Parts of Books:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Published", "In Press" and **Contribution Type** is one of: "Book Chapter", "Book, Chapter", "Book, Chapter in Scholarly Book", "Book, Chapter in Scholarly Book-New", "Book, Chapter in Scholarly Book-Revised", "Book, Chapter in Non-Scholarly Book-New", "Book, Chapter in Non-Scholarly Book-Revised", "Book, Chapter in Non-Scholarly Book", "Book, Chapter in Textbook-New", "Book, Chapter in Textbook-Revised", "Book, Chapter in Textbook", "Part of Book"

#### Book Reviews:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Published", "In Press" and **Contribution Type** is one of: "Book Review", "Reviews, Book"

#### Refereed Conference Proceedings:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Published", "In Press" 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:

- Current Status** is one of: "Published", "In Press" and **Was this peer-reviewed/refereed?** is not equal to "Yes" and **Contribution Type** is one of: "Journal Article", "Journal Article, Academic Journal", "Journal Article, Professional Journal", "Journal Article, Public or Trade Journal", "Journal Article, Review", "Law Review", "Fiction, Online Literary Journal", "Fiction, Print Literary Journal", "Non Fiction, Online Literary Journal", "Non Fiction, Print Literary Journal", "Poetry, Online Literary Journal", "Poetry, Print Literary Journal", "Magazine or Trade Journal Article", "Magazine/Trade Publication"

#### Articles in In-House Publications:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Published", "In Press" and **Contribution Type** is one of: "In-house Organ", "Journal Article, In-House Journal", "In-House Publications", "Journal Article, In-House Journal", "Journal Article, In-House"

#### Research Reports to Sponsor:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Published", "In Press" and **Contribution Type** is one of: "Report to Sponsor"

Screen: **Report to Sponsor**

Items: All records

**Other Works:**Screen: **Publications**Items: **All records**

Criteria (is one of):

- Current Status** is one of: "Published", "In Press" and **Contribution Type** is one of: "Abstract", "Blog", "Broadcast Media", "Business Case", "Circular", "Cited Research", "Committee Publication", "Encyclopedia Entry", "Exhibition Catalog", "Exhibition Curation (not in-house)", "Film Review", "Film/Video/DVD", "Foreword", "Instructor's Manual", "Instructional Material, Book", "Instructional Material, Case Study", "Instructional Material, Instructor's Manual", "Instructional Material, Software", "Instructional Material, Study Guide", "Manuscript", "Material Regarding New Courses/Curricula", "Monograph", "Monographs/Reports", "New Art Form", "New Media", "Newsletter", "Newspaper", "Other", "Photo Journalism Exhibits or Publications", "Podcast", "Poster", "Refereed Abstracts", "Regular Column in Journal or Newspaper", "Reprints", "Research Report", "Review Essay", "Reviews Film/Video/DVD", "Reviews, Electronic Resources", "Reviews, Website", "Scholarly Edition", "Screenplay", "Software", "Software, Instructional", "Study Guide", "Symposium", "Technical Report", "Translation or Transcription", "Translation with Introduction", "Translation with Notes or Commentary", "Video", "Website", "Working Paper", "Written Case with Instructional Material", "Column in Journal or Newspaper", "Regular Column in Journal or Newspaper", "Instruction Manual", "Marketing Letters", "In-House Publication"
- Current Status** is one of: "Published", "In Press" 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]

**[Contribution Type]**

[list of **Authors** as "[Last Name], [F. N.] [M. N.] ([Role - Author Status])", et al.] ([Year Published or Year to be Published if "In Press"]). [Title of Contribution][.] [In] [Editor(s)] [(Eds.)], [Published in]. ([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], [Contributor Pages or Page Range (optional)], [Page Range or Total Number of Pages], [Manuscript or contribution # of pages] and [pp. Contribution Number of Pages]][.] [First value of [City and State of Book Publisher], [City and State of Publisher], [City, State of Publisher (optional)], [City and State of Nonperiodical Publication Publisher], [City and State of Publisher], [Country of Book Publisher], [Country of Publisher], [Country of Publisher (optional)] and [Country of Nonperiodical Publication Publisher (if other than USA)][:] [Book Publisher][.] [Invited]. [Published simultaneously in] [Published Simultaneously in]. [http://URL]. [[Submitted Month Submitted Day Submitted, Year Submitted]]. ISBN/ISSN #/Case #/DOI #: [ISBN/ISSN #/Case #/DOI #]  
[Comments (50 words or less suggested)]  
[Describe your contribution to the publication]

**[Contribution Type]**

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

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

Criteria:

- Current Status** is one of: "Accepted" and **Was this peer-reviewed/refereed?** is equal to "Yes" and **Contribution Type** is one of: "Journal Article", "Journal Article, Academic Journal", "Journal Article, Professional Journal", "Journal Article, Public or Trade Journal", "Journal Article, Review", "Law Review", "Fiction, Online Literary Journal", "Fiction, Print Literary Journal", "Non Fiction, Online Literary Journal", "Non Fiction, Print Literary Journal", "Poetry, Online Literary Journal", "Poetry, Print Literary Journal", "Magazine or Trade Journal Article", "Magazine/Trade Publication"

**Books:**Screen: **Publications**Items: **All records**

Criteria:

- Current Status** is one of: "Accepted" and **Contribution Type** is one of: "Book", "Book, Scholarly", "Book, Scholarly-New", "Book, Scholarly-Revised", "Book, Non-Scholarly", "Book, Non-Scholarly-New", "Book, Non-Scholarly-Revised", "Book, Textbook", "Book, Textbook-New", "Book, Textbook-Revised", "Anthology", "Edited Volume", "Scholarly Edition"

**Parts of Books:**Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Accepted" and **Contribution Type** is one of: "Book Chapter", "Book, Chapter", "Book, Chapter in Scholarly Book", "Book, Chapter in Scholarly Book-New", "Book, Chapter in Scholarly Book-Revised", "Book, Chapter in Non-Scholarly Book-New", "Book, Chapter in Non-Scholarly Book-Revised", "Book, Chapter in Non-Scholarly Book", "Book, Chapter in Textbook-New", "Book, Chapter in Textbook-Revised", "Book, Chapter in Textbook", "Part of Book"

**Book Reviews:**Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Accepted" and **Contribution Type** is one of: "Book Review", "Reviews, Book"

**Refereed Conference Proceedings:**Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Accepted" 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 **Was this peer-reviewed/refereed?** is not equal to "Yes" and **Contribution Type** is one of: "Journal Article", "Journal Article, Academic Journal", "Journal Article, Professional Journal", "Journal Article, Public or Trade Journal", "Journal Article, Review", "Law Review", "Fiction, Online Literary Journal", "Fiction, Print Literary Journal", "Non Fiction, Online Literary Journal", "Non Fiction, Print Literary Journal", "Poetry, Online Literary Journal", "Poetry, Print Literary Journal", "Magazine or Trade Journal Article", "Magazine/Trade Publication"

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

Items: All records

Criteria:

1. **Current Status** is one of: "Accepted" and **Contribution Type** is one of: "In-house Organ", "Journal Article, In-House Journal", "In-House Publications", "Journal Article, In-House Journal", "Journal Article, In-House"

**Research Reports to Sponsor:**Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Accepted" and **Contribution Type** is one of: "Report to Sponsor"

**Other Works:**Screen: **Publications**

Items: All records

Criteria (is one of):

1. **Current Status** is one of: "Accepted" and **Contribution Type** is one of: "Abstract", "Blog", "Broadcast Media", "Business Case", "Circular", "Cited Research", "Committee Publication", "Encyclopedia Entry", "Exhibition Catalog", "Exhibition Curation (not in-house)", "Film Review", "Film/Video/DVD", "Foreword", "Instructor's Manual", "Instructional Material, Book", "Instructional Material, Case Study", "Instructional Material, Instructor's Manual", "Instructional Material, Software", "Instructional Material, Study Guide", "Manuscript", "Material Regarding New Courses/Curricula", "Monograph", "Monographs/Reports", "New Art Form", "New Media", "Newsletter", "Newspaper", "Other", "Photo Journalism Exhibits or Publications", "Podcast", "Poster", "Refereed Abstracts", "Regular Column in Journal or Newspaper", "Reprints", "Research Report", "Review Essay", "Reviews Film/Video/DVD", "Reviews, Electronic Resources", "Reviews, Website", "Scholarly Edition", "Screenplay", "Software", "Software, Instructional", "Study Guide", "Symposium", "Technical Report", "Translation or Transcription", "Translation with Introduction", "Translation with Notes or Commentary", "Video", "Website", "Working Paper", "Written Case with Instructional Material", "Column in Journal or Newspaper", "Regular Column in Journal or Newspaper", "Instruction Manual", "Marketing Letters", "In-House Publication"
2. **Current Status** is one of: "Accepted" 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]

[Contribution Type]

[list of [Authors] as "[Last Name], [F. N.] [M. N.] ([Role - Author Status])", et al.] ([Year Published or Year to be Published if "In Press"]). [Title of Contribution][.] [In] [Editor(s)] [(Eds.)],

[*Published in*]. ([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], [Contributor Pages or Page Range (optional)], [Page Range or Total Number of Pages], [Manuscript or contribution # of pages] and [pp. Contribution Number of Pages]])[,] [First value of [City and State of Book Publisher], [City and State of Publisher], [City, State of Publisher (optional)], [City and State of Nonperiodical Publication Publisher], [City and State of Publisher], [Country of Book Publisher], [Country of Publisher], [Country of Publisher (optional)] and [Country of Nonperiodical Publication Publisher (if other than USA)]][:] [Book Publisher][.] [Invited]. [Published simultaneously in] [*Published Simultaneously in*]. [http://URL]. [[Submitted Month Submitted Day Submitted, Year Submitted]]. ISBN/ISSN #/Case #/DOI #: [ISBN/ISSN #/Case #/DOI #]  
 [Comments (50 words or less suggested)]  
 [Describe your contribution to the publication]

## Manuscripts Submitted for Publication

### Articles in Refereed Journals:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Submitted", "In Review", "Revision Requested" and **Was this peer-reviewed/refereed?** is equal to "Yes" and **Contribution Type** is one of: "Journal Article", "Journal Article, Academic Journal", "Journal Article, Professional Journal", "Journal Article, Public or Trade Journal", "Journal Article, Review", "Law Review", "Fiction, Online Literary Journal", "Fiction, Print Literary Journal", "Non Fiction, Online Literary Journal", "Non Fiction, Print Literary Journal", "Poetry, Online Literary Journal", "Poetry, Print Literary Journal", "Magazine or Trade Journal Article", "Magazine/Trade Publication"

### Books:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Submitted", "In Review", "Revision Requested" and **Contribution Type** is one of: "Book", "Book, Scholarly", "Book, Scholarly-New", "Book, Scholarly-Revised", "Book, Non-Scholarly", "Book, Non-Scholarly-New", "Book, Non-Scholarly-Revised", "Book, Textbook", "Book, Textbook-New", "Book, Textbook-Revised", "Anthology", "Edited Volume", "Scholarly Edition"

### Parts of Books:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Submitted", "In Review", "Revision Requested" and **Contribution Type** is one of: "Book Chapter", "Book, Chapter", "Book, Chapter in Scholarly Book", "Book, Chapter in Scholarly Book-New", "Book, Chapter in Scholarly Book-Revised", "Book, Chapter in Non-Scholarly Book-New", "Book, Chapter in Non-Scholarly Book-Revised", "Book, Chapter in Non-Scholarly Book", "Book, Chapter in Textbook-New", "Book, Chapter in Textbook-Revised", "Book, Chapter in Textbook", "Part of Book"

### Book Reviews:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Submitted", "In Review", "Revision Requested" and **Contribution Type** is one of: "Book Review", "Reviews, Book"

### Refereed Conference Proceedings:

Screen: **Publications**

Items: All records

Criteria:

- Current Status** is one of: "Submitted", "In Review", "Revision Requested" 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:

- Current Status** is one of: "Submitted", "In Review", "Revision Requested" and **Was this peer-reviewed/refereed?** is not equal to "Yes" and **Contribution Type** is one of: "Journal Article", "Journal Article, Academic Journal", "Journal Article, Professional Journal", "Journal Article, Public or Trade Journal", "Journal Article, Review", "Law Review", "Fiction, Online Literary Journal", "Fiction, Print Literary Journal", "Non Fiction, Online Literary Journal", "Non Fiction, Print Literary Journal", "Poetry, Online Literary Journal", "Poetry, Print Literary Journal", "Magazine or Trade Journal Article", "Magazine/Trade Publication"

### Articles in In-House Publications:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Submitted", "In Review", "Revision Requested" and **Contribution Type** is one of: "In-house Organ", "Journal Article, In-House Journal", "In-House Publications", "Journal Article, In-House Journal", "Journal Article, In-House"

#### Research Reports to Sponsor:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Submitted", "In Review", "Revision Requested" and **Contribution Type** is one of: "Report to Sponsor"

#### Other Works:

Screen: **Publications**

Items: All records

Criteria (is one of):

1. **Current Status** is one of: "Submitted", "In Review", "Revision Requested" and **Contribution Type** is one of: "Abstract", "Blog", "Broadcast Media", "Business Case", "Circular", "Cited Research", "Committee Publication", "Encyclopedia Entry", "Exhibition Catalog", "Exhibition Curation (not in-house)", "Film Review", "Film/Video/DVD", "Foreword", "Instructor's Manual", "Instructional Material, Book", "Instructional Material, Case Study", "Instructional Material, Instructor's Manual", "Instructional Material, Software", "Instructional Material, Study Guide", "Manuscript", "Material Regarding New Courses/Curricula", "Monograph", "Monographs/Reports", "New Art Form", "New Media", "Newsletter", "Newspaper", "Other", "Photo Journalism Exhibits or Publications", "Podcast", "Poster", "Refereed Abstracts", "Regular Column in Journal or Newspaper", "Reprints", "Research Report", "Review Essay", "Reviews Film/Video/DVD", "Reviews, Electronic Resources", "Reviews, Website", "Scholarly Edition", "Screenplay", "Software", "Software, Instructional", "Study Guide", "Symposium", "Technical Report", "Translation or Transcription", "Translation with Introduction", "Translation with Notes or Commentary", "Video", "Website", "Working Paper", "Written Case with Instructional Material", "Column in Journal or Newspaper", "Regular Column in Journal or Newspaper", "Instruction Manual", "Marketing Letters", "In-House Publication"

2. **Current Status** is one of: "Submitted", "In Review", "Revision Requested" 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]

#### [Contribution Type]

[list of [Authors] as "[Last Name], [F. N.] [M. N.] ([Role - Author Status])", et al.] ([Year Published or Year to be Published if "In Press"]). [Title of Contribution][.] [In] [Editor(s)] [(Eds.)], [Published in]. ([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], [Contributor Pages or Page Range (optional)], [Page Range or Total Number of Pages], [Manuscript or contribution # of pages] and [pp. Contribution Number of Pages]][.] [First value of [City and State of Book Publisher], [City and State of Publisher], [City, State of Publisher (optional)], [City and State of Nonperiodical Publication Publisher], [City and State of Publisher], [Country of Book Publisher], [Country of Publisher], [Country of Publisher (optional)] and [Country of Nonperiodical Publication Publisher (if other than USA)][:] [Book Publisher][.] [Invited]. [Published simultaneously in] [Published Simultaneously in]. [http://URL]. [Submitted Month Submitted Day Submitted, Year Submitted]]. ISBN/ISSN #/Case #/DOI #: [ISBN/ISSN #/Case #/DOI #]  
[Comments (50 words or less suggested)]  
[Describe your contribution to the publication]

### Manuscripts in Progress

#### Journal Articles:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Work in Progress", "Revising to Resubmit" and **Contribution Type** is one of: "Journal Article", "Journal Article, Academic Journal", "Journal Article, Professional Journal", "Journal Article, Public or Trade Journal", "Journal Article, Review", "Law Review", "Fiction, Online Literary Journal", "Fiction, Print Literary Journal", "Non Fiction, Online Literary Journal", "Non Fiction, Print Literary Journal", "Poetry, Online Literary Journal", "Poetry, Print Literary Journal", "Magazine or Trade Journal Article", "Magazine/Trade Publication"

#### Books:

Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Work in Progress", "Revising to Resubmit" and **Contribution Type** is one of:



"Book", "Book, Scholarly", "Book, Scholarly-New", "Book, Scholarly-Revised", "Book, Non-Scholarly", "Book, Non-Scholarly-New", "Book, Non-Scholarly-Revised", "Book, Textbook", "Book, Textbook-New", "Book, Textbook-Revised", "Anthology", "Edited Volume", "Scholarly Edition"

**Parts of Books:**Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Work in Progress", "Revising to Resubmit" and **Contribution Type** is one of: "Book Chapter", "Book, Chapter", "Book, Chapter in Scholarly Book", "Book, Chapter in Scholarly Book-New", "Book, Chapter in Scholarly Book-Revised", "Book, Chapter in Non-Scholarly Book-New", "Book, Chapter in Non-Scholarly Book-Revised", "Book, Chapter in Non-Scholarly Book", "Book, Chapter in Textbook-New", "Book, Chapter in Textbook-Revised", "Book, Chapter in Textbook", "Part of Book"

**Book Reviews:**Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Work in Progress", "Revising to Resubmit" and **Contribution Type** is one of: "Book Review", "Reviews, Book"

**Refereed Conference Proceedings:**Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Work in Progress", "Revising to Resubmit" and **Contribution Type** is one of: "Conference Proceeding" and **Was this peer-reviewed/refereed?** is equal to "Yes"

**Research Reports to Sponsor:**Screen: **Publications**

Items: All records

Criteria:

1. **Current Status** is one of: "Work in Progress", "Revising to Resubmit" and **Contribution Type** is one of: "Report to Sponsor"

**Other Works:**Screen: **Publications**

Items: All records

Criteria (is one of):

1. **Current Status** is one of: "Work in Progress", "Revising to Resubmit" and **Contribution Type** is one of: "Abstract", "Blog", "Broadcast Media", "Business Case", "Circular", "Cited Research", "Committee Publication", "Encyclopedia Entry", "Exhibition Catalog", "Exhibition Curation (not in-house)", "Film Review", "Film/Video/DVD", "Foreword", "Instructor's Manual", "Instructional Material, Book", "Instructional Material, Case Study", "Instructional Material, Instructor's Manual", "Instructional Material, Software", "Instructional Material, Study Guide", "Manuscript", "Material Regarding New Courses/Curricula", "Monograph", "Monographs/Reports", "New Art Form", "New Media", "Newsletter", "Newspaper", "Other", "Photo Journalism Exhibits or Publications", "Podcast", "Poster", "Refereed Abstracts", "Regular Column in Journal or Newspaper", "Reprints", "Research Report", "Review Essay", "Reviews Film/Video/DVD", "Reviews, Electronic Resources", "Reviews, Website", "Scholarly Edition", "Screenplay", "Software", "Software, Instructional", "Study Guide", "Symposium", "Technical Report", "Translation or Transcription", "Translation with Introduction", "Translation with Notes or Commentary", "Video", "Website", "Working Paper", "Written Case with Instructional Material", "Column in Journal or Newspaper", "Regular Column in Journal or Newspaper", "Instruction Manual", "Marketing Letters", "In-House Publication"
2. **Current Status** is one of: "Work in Progress", "Revising to Resubmit" 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]**

**[Contribution Type]**

[list of [Authors] as "[Last Name], [F. N.] [M. N.] ([Role - Author Status]), et al.] ([Year Published or Year to be Published if "In Press"]). [Title of Contribution][.] [In] [Editor(s)] [(Eds.)], [Published in]. ([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], [Contributor Pages or Page Range (optional)], [Page Range or Total Number of Pages], [Manuscript or contribution # of pages] and [pp. Contribution Number of Pages]][.] [First value of [City and State of Book Publisher], [City and State of Publisher], [City, State of Publisher (optional)], [City and State of Nonperiodical Publication Publisher], [City and State of Publisher], [Country of Book Publisher], [Country of Publisher], [Country of Publisher (optional)] and [Country of Nonperiodical Publication Publisher (if other than USA)][:] [Book Publisher][.] [Invited]. [Published simultaneously in] [Published Simultaneously in]. [http://URL]. [[Submitted Month Submitted Day Submitted, Year Submitted]]. ISBN/ISSN #/Case #/DOI #: [ISBN/ISSN #/Case #/DOI #]

[Comments (50 words or less suggested)]  
[Describe your contribution to the publication]

### Cooperative Extension Bulletins and Circulars

Screen: **Publications**

Items: All records

Criteria:

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

[list of [Authors] as "[Last Name], [F. N.] [M. N.] ([Role - Author Status])", et al.] ([Year Published or Year to be Published if "In Press"]). [Title of Contribution][.] [In] [Editor(s)] [(Eds.)], [*Published in*]. ([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], [Contributor Pages or Page Range (optional)], [Page Range or Total Number of Pages], [Manuscript or contribution # of pages] and [pp. Contribution Number of Pages]][.] [First value of [City and State of Book Publisher], [City and State of Publisher], [City, State of Publisher (optional)], [City and State of Nonperiodical Publication Publisher], [City and State of Publisher], [Country of Book Publisher], [Country of Publisher], [Country of Publisher (optional)] and [Country of Nonperiodical Publication Publisher (if other than USA)]:] [Book Publisher][.] [Invited]. [Published simultaneously in] [*Published Simultaneously in*]. [http://URL]. [[Submitted Month Submitted Day Submitted, Year Submitted]]. ISBN/ISSN #/Case #/DOI #: [ISBN/ISSN #/Case #/DOI #]  
[Comments (50 words or less suggested)]  
[Describe your contribution to the publication]

### Creative Accomplishments

Screen: **Artistic and Professional Performances and Exhibits**

Items: All records

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

"[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 Month Start Day, Start Year - End Month End Day, End Year]). http://[URL for more info].  
[Project Description]

### 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.] ([Concatenation of: "[Presenter/Author] or [Explanation of "Other"]", ", ", "Organization"])", ([Month Day, Year]). ([Start Month Start Day, Start Year - End Month End Day, End Year]). "[Presentation Title]," [Conference/Meeting Name], [Sponsoring Organization], [Location], [Number in Attendance] in attendance, [peer-reviewed/refereed], [published in proceedings], [Invited]. http://[URL for more info]. [Scope].  
[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.] ([Concatenation of: "[Presenter/Author] or [Explanation of "Other"]", ", ", "Organization"])", ([Month Day, Year]). ([Start Month Start Day, Start Year - End Month End Day, End Year]). "[Presentation Title]," [Conference/Meeting Name], [Sponsoring

Organization], [Location], [Number in Attendance] in attendance, [peer-reviewed/refereed], [published in proceedings], [Invited]. http://[URL for more info]. [Scope].  
[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"]], [% contribution]% contribution.  
([Start Month Start Day, Start Year - End Month End Day, End Year]). http://[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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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"]], [Number of Articles Reviewed] review(s), [Title of Journal, Book, or other Publication Type]. ([Start Month Start Day, Start Year - End Month End Day, End 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/School/Client], [City, State] http://[URL]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).  
[Description (50 Words)]  
[Comments]

**Consulting/Advising**

Screen: **Consulting/Advising**  
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)], http://[URL]. ([Start Month Start Day, Start Year - End Month End Day, End 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

**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: \$[Award Amount]. Total anticipated: \$[Total Anticipated Award]. (submitted: [Month Submitted for Funding Day Submitted for Funding, Year Submitted for Funding], date not funded: [Month Not Funded Day Not Funded, Year Not Funded], date funding awarded: [Month Funding Awarded Day Funding Awarded, Year Funding Awarded], funded: [Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]). http://[URL for more info].  
 Abstract: [Abstract]  
 [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

**Current Status?**

Name of Project: [Contract/Grant/Research Title]  
 Principal Investigator: [Last Name], [First Name] [Initial of: [Middle Name/Initial]]  
 Source of Funding: [Sponsoring Organization]  
 Total requested: \$[Total Requested]      Submitted: [Month Submitted for Funding Day Submitted for Funding, Year Submitted for Funding]      Date Not Funded: [Month Not Funded Day Not Funded, Year Not Funded]  
 Total awarded: \$[Award Amount]      Total anticipated: \$[Total Anticipated Award]  
 Awarded: [Month Funding Awarded Day Funding Awarded, Year Funding Awarded]      Start Date: [Start Date of Funding (Start)]      End Date: [End Date of Funding (End)]  
 Candidate's Role: [[Role] or [Explanation of "Other"]], [% Credit]% credit

**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 equal to SC

**Current Status?**

Agency: [Sponsoring Organization]  
 Principal Investigator: [Last Name], [First Name] [Initial of: [Middle Name/Initial]]  
 Co-Investigator(s): list of [[Last Name], [First Name] [Initial of: [Middle Name/Initial]] ([[Role] or [Explanation of "Other"]])] separated by ", "  
 Project Title: [Contract/Grant/Research Title]  
 Total Requested: \$[Total Requested] Award Amount: \$[Award Amount] Total Anticipated: \$[Total Anticipated Award]  
 Budget Effort [Budget Effort Time]% of [% Credit]% credit  
 Submitted for Funding: [Month Submitted for Funding Day Submitted for Funding, Year Submitted for Funding] Date Not Funded: [Month Not Funded Day Not Funded, Year Not Funded]  
 Award Date: [Month Funding Awarded Day Funding Awarded, Year Funding Awarded] Start Date: [Start Month of Funding Start Day of Funding, Start Year of Funding] End Date: [End Month of Funding End Day of Funding, End Year of Funding]  
 No-Cost Extension Granted: [No-Cost Extension Granted] From: [No-Cost Extension Start Month No-Cost Extension Start Day, No-Cost Extension Start Year] To: [No-Cost Extension End Month No-Cost Extension End Day, No-Cost Extension End Year]  
 [Comments]

**List of Grants and Contracts for Improvement of Instruction, With an Indication of the Candidate's Role in Preparing and Administering the Grants and Contracts**

Screen: **Contracts, Grants, Fellowships and Sponsored Research**  
 Items: All records  
 Criteria:  
 1. *Does research support improvement of instruction?* is equal to "Yes" and *Current Status?* is not equal to "Not Funded"

**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: \$[Award Amount]. Total anticipated: \$[Total Anticipated Award]. (submitted: [Month Submitted for Funding Day Submitted for Funding, Year Submitted for Funding], date not funded: [Month Not Funded Day Not Funded, Year Not Funded], date funding awarded: [Month Funding Awarded Day Funding Awarded, Year Funding Awarded], funded: [Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]). [http://\[URL for more info\]](#).  
 Abstract: [Abstract]  
 [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: [Month of Patent Application Day of Patent Application, Year of Patent Application], approve: [Month patent, if approved Day patent, if approved, Year patent, if approved], license: [Month Licensed Day Licensed, Year Licensed]).  
 [Description]  
 [Comments]

**Citation/Index Analysis**

Screen: **Publication Impact - Citations/Book Reviews**  
 Items: All records

Screen: **Publication Impact - Citations**

Items: All records

Criteria:

1. College is NOT equal to EN

Screen: **Publication Impact - Citations**

Items: All records

Criteria:

1. College is equal to EN

"[Title of Review or Article/Book In Which Citation Appears]." ([Record Start Date])  
[Comments]

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

"[Title of Publication/Article Cited]," [Number of Citations] citation(s), [Number of H-Index] is the H-index count as of [Start Month of Citation Count Start Day of Citation Count, Start Year of Citation Count - End Month of Citation Count End Day of Citation Count, End Year of Citation Count].  
[Comments]

### 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 Publication/Article Cited], [Author of Publication/Article In Which Citation Appears] ([Date (Start)]). [Title of Publication/Article In Which Citation 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 of Publication/Article In Which Citation Appears] ([Month Day, Year]). "[Title of Publication/Article In Which Citation 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]," [[Medium] or [Explanation of "Other"]], [Outlet Name], [Outlet Location], [Reference]. ([Month Day, 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 Month Started Day, Started Year - Issued Month Issued Day, Issued 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 Month Start Day, Start Year - End Month End Day, End Year]).

Description of the Organization

[Sub-organization]. ([Start Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End Year] [Month Developed Year Developed]). [http://\[URL for more info\]](#).

[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 %])" ([Month Day, 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 ", "]. ([Month Developed Day Developed, Year Developed] [Start Month Start Day, Start Year - End Month End Day, End Year]). [http://\[URL for more info\]](#).

[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 Month Start Day, Start Year - End Month End Day, End Year]). [Concatenation of: "[http://](#)", "[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 Month Begin Day, Begin Year - End Month End Day, End 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]. ([Month Transferred Day Transferred, Year Transferred]).  
[Description]  
[Comments]

### **Technical Assistance Provided**

Screen: *Technical Assistance Provided*  
Items: All records

[Name of Company], [Address], [City, State, Zip]. Number of Hours of Assistance: [Number of Hours of Assistance]. ([Start Month Start Day, Start Year - End Month End Day, End 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], [http://\[URL\]](http://[URL]). ([Start Month Start Day, Start Year - End Month End Day, End Year]).  
[Description (50 Words)]  
[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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End Month End Day, End 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 Month Start Day, Start Year - End  
Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End  
Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End  
Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End  
Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End Month End Day, End Year]). [http://\[URL for more info\]](#).  
[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 Month Start Day, Start Year - End Month End Day, End Year]).  
[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, Professional*"

### Purpose

[Award or Honor Name], [Organization/Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). [Concatenation of: "*http://*", "*URL*"].  
[Description/Explanation (50 Words or Less)]



## **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).



