



The following procedures should be followed by the candidate in preparing the PDS

1. Use a *separate* page to begin each category (A-E).
2. Present all information *chronologically or in reverse chronology* and provide relevant dates of activities. Begin each category on a new page.
3. Supplemental documentation materials should be provided in separate binders so that only the primary file is forwarded to Academic Personnel, as appropriate.
4. Provide an index of *all* supplemental materials so that the materials can be returned at the conclusion of the RTF process by the Dean's office or Academic Personnel, as appropriate. The index will be placed permanently in the candidate's Personnel Action File, located in the Office of Academic Affairs, along with the PDS, the narrative, and all recommendations and rebuttals made during the process. The index should be placed immediately after the PDS in the RTP file.
5. Copies of materials cited (publications, papers, course syllabi, student evaluations, etc.) may be included with the file as supplemental documentation.

Recommendations concerning retention or tenure will be *based only on work completed since the beginning of the initial probationary period* (which may include the one or two years immediately preceding the candidate's appointment, if the candidate was granted probationary credit for those years). Recommendations concerning promotion will be *based only on work completed since the initial probationary appointment (including prior service credit) or since the last promotion*. So that the candidate's recent record may be reviewed in the context of his/her full career, *all* achievements should be listed, *with a double bar separating work to be evaluated from earlier work*.

PROFESSIONAL DATE SHEET CATEGORIES

- A. Academic Preparation and Honors
 1. Degree, institution, year, major, other education.
 2. List academic awards and honors.
- B. Teaching Activities
 1. Current teaching and/or administrative assignment.
 2. Field of special competence. (Include areas of special competence bearing on teaching effectiveness.)
 3. Teaching assignment. (Include list of courses taught most frequently, statement of teaching methods and philosophy if not addressed in the narrative, innovations, preparation of course materials, special responsibility for classroom or lab facilities, curriculum development, etc.)
 4. Participation in student activities (advisement, sponsorship, etc. other than routine advisement during office hours or registration periods).
- C. Scholarly and Creative Activities

Publications (include bibliographical data and whether publication has been juried or refereed), papers delivered to scholarly organizations (indicate whether the paper was invited or refereed), exhibitions or shows of creative works, evaluated public performances, research grants, awards and recognition by learned societies, contributions and participation in organizations of state or national scope and other related activities reflecting credit in terms of professional standing and recognition to the University. *Copies, or abstracts, of materials cited are to be included or other documentation of accomplishments as well as dates of activities.*
- D. University and Community Service Activities
 1. Membership and positions on faculty committees – University, College and Department. List dates and describe any unusual degree of participation or responsibility such as reports authored, programs or policies implemented, and offices held.
 2. Activities in community. (Include activities, dates of activities, positions held, etc., which are related to your professional field or which bring substantial beneficial recognition to the University.)
- E. Other contributions reflecting credit in terms of your professional standing and recognition which have an unusual bearing upon your University teaching, scholarly and creative activities, or university or community service.