

Candidate Documents

From Appendix W.060

- a. **All Faculty Annual Performance Reviews since the last promotion or PTR**, including ratings and written* feedback. Faculty shall submit a table outlining specific workload expectations in the categories of teaching, research/scholarship/creative activity/discovery (RSCAD), service/engagement, extension (if applicable), and administration (if applicable) for the previous 5 years.
*The provost (or designee) may redact written comments as necessary to address privacy or confidentiality.
- b. **A current curriculum vitae** documenting teaching, research/scholarship/creative activity, service/engagement, extension (if applicable), administration (if applicable), and other professional contributions. At a minimum, the curriculum vitae shall contain documentation for the previous 5 years.
- c. **A faculty prepared narrative or self-assessment** detailing accomplishments since the last review, contextualizing workload expectations, and addressing progress toward long-term goals. This should not exceed two pages in length. A third page shall contain a list or statement of the goals for the next five years.
- d. **Supporting evidence of teaching, research/scholarship/creative activity, service/engagement, extension, and administration.** The following should be included as applicable, defined by the previous workload.
 1. **Teaching:** Statement on teaching (e.g., classes taught, student advisement, curriculum developed) up to two pages in length. Evidence of instructional quality (e.g., student course ratings, peer evaluations, syllabi). Other evidence of scholarship and creativity that promote excellence in instruction (e.g., presentations, professional development).
 2. **Research/ Scholarship/ Creative Activity:** Statement on research up to two pages in length. A separate list of research publications and creative and scholarly achievements (can include links to media showcasing scholarly achievements) shall be included. A separate list of grants and contracts, successful and unsuccessful, shall be included, if applicable.
 3. **Service/Engagement:** Statement on service/engagement up to two pages in length.
 4. **Extension:** Statement on extension up to two pages in length. Evidence of extension activities, which may include a separate list of workshops, publications, media, etc.
 5. **Administration:** Statement on administration activities up to one page in length.
- e. **Any required plans or developmental documentation**, such as prior professional development plans or improvement plans, when applicable. If a *professional development plan* was executed during the review period, a statement from the academic supervisor shall be included and clearly state whether the plan was completed successfully; if not, the academic supervisor shall specify the reasons for that determination.
- f. **Inclusion of sabbatical outcomes:** The results of an approved sabbatical leave completed during the PTR review period shall be included in the PTR dossier and considered as evidence of performance within the relevant domain(s) of assigned workload.

Faculty are welcome, though not required, to use the PTR Template to organize and format their documents for submissions.