PROMOTION AND TENURE FACULTY PORTFOLIO
COLLEGE OF ENGINEERING

NOTES:
a) This is a companion to the Promotion and Tenure Faculty Vita document. Repetition of information contained in the vita document is neither needed nor helpful. This document provides an opportunity for the faculty member to describe in some detail (in paragraph form) the contributions and then provide evidence of impact.
b) Examples provided in the shaded boxes are not meant to be all-inclusive, but provide some general ideas for content. The author should develop the text to make a case that clearly describes the contribution and its impact.
c) Create lists/tables only as they are necessary to illustrate a point made in the text or as they are specifically requested in the notes for a section.
d) Maximum length: 25 pages.
e) Font: Times New Roman, minimum font size 11.
f) Include page numbers. Notes in shaded boxes (like this one) should be deleted before submission.

Date:
Name:
Department:
Current Rank:

I. SCHOLARSHIP

A. Summary Statement of Accomplishments and Impact of Scholarship

Provide a summary of the most impactful accomplishments in research, teaching, professional service, and other areas of responsibility. Highlight those scholarly products/materials that best illustrate excellence in scholarship. Include awards and honors received that demonstrate the excellence and impact of the scholarship. Where appropriate refer to data included in subsequent sections of this portfolio.

II. ACCOMPLISHMENTS AND IMPACT

A. Assessment of Accomplishments and Impact of Research

1. Self Assessment of Accomplishments and Impact of Research

Provide a detailed description of the most impactful accomplishments in research (summary of research thrust areas with documentation of impactful scholarly publications; grant/contract support for the work; students supported; inventions generated; other).

2. External Assessments of Accomplishments and Impact of Research

a. Summary of Ten Most Impactful Publications

Provide a table of up to ten publications including impact factor for the journal and the number of citations of the work. Name the source of the citation data. Exclude self-citations.

b. Other External Evidence of Impact

Provide additional evidence of peer recognition of impact of research (honors/awards; other)

B. Assessment of Accomplishments and Impact of Teaching

    1. Self Assessment of Accomplishments and Impact of Teaching

Provide a detailed description of the most impactful accomplishments in teaching (textbooks authored; innovative teaching methods developed; outcomes assessment methods created; curriculum development work; teaching philosophy; other).

    2. External Assessments of Accomplishments and Impact of Teaching

      a.   Student Ratings of Teaching Effectiveness

In table format, provide instructor and course ratings for each course taught and an appropriate departmental comparison value. Describe the nature of the comparison value if it is not a simple departmental average.

      b.   Peer Evaluations of Teaching Effectiveness

If letters from peer evaluators are available, the letters should be placed in the Department Evaluations tab. If not, a short description of process and results should be provided here.

      c.   Other Assessments of Teaching Effectiveness

Provide a description of other external measures of teaching effectiveness (honors and awards received; invited lecture on teaching methods; other).

C. Assessment of Accomplishments and Impact of Professional Service

    1. Self Assessment of Accomplishments and Impact of Professional Service

Provide a detailed description of the most impactful accomplishments in service (leadership roles in professional societies; contributions on grant review panels, industrial committees, and government policy-making bodies; leadership roles in institutional committees; major contributions to institutional reports or studies; other).

    2. External Assessments of Accomplishments and Impact of Professional Service

Provide a description of external measures of impactful service (honors/awards; other).

D. Assessment of Accomplishments and Impact of Other Professional Activities

    1. Self Assessment of Accomplishments and Impact of Other Professional Activities

Provide a detailed description of the most impactful accomplishments in other professional activities.

    2. External Assessments of Accomplishments and Impact of Other Professional Activities

Provide a description of external measures of the impact of other professional activities. Describe activity and demonstration of impact (honors/awards; other).

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> *NOTES:*
> *a) In each section, list items in reverse chronological order.*
> *b) Font: Times New Roman, minimum font size 11.*
> *c) Include page numbers. Notes in shaded boxes (like this one) should be deleted before submission.*

Date:

I. CANDIDATE INFORMATION

A. Name:

B. Department and Current Rank:

C. Degrees Held

> *For each degree provide the name of institution, degree, field of study, and date of degree.*

D. Academic Positions Held

> *For each position (including those at ISU) provide position held, institution, and dates.*

E. Other Professional Employment

> *For each position provide position held, organization, and dates.*

F. Honors and Awards

> *For each honor/award provide name of honor/award, granting group, and date.*

II. RESEARCH / CREATIVE ACTIVITIES

A. Scholarship
> *# Denotes any publication derived from the candidate's thesis/dissertation.*
> *+ Denotes student co-author.*
> *Additional symbols may be used – please define.*

1. Articles in Peer-Reviewed Journals – In Print or Accepted

> *Sample:*
> *1. Smith J# and M Jones, "This is the title", Journal Name, Vol, 1211-1213 (2007).*
> *2. Smith J and S Rodriguez+, "This is the title", Journal Name, Vol, 100-118 (2005).*

2. Articles in Peer-Reviewed Journals – In Review

> *Follow same format as II.A.1. above.*

3. Books Authored or Co-Authored

For each book provide title, author(s), publisher, and year.

4. Books Edited or Co-Edited

For each book provide title, author(s), publisher, and year.

5. Book Chapters

For each chapter provide title of book, chapter number, author(s)/editor(s), publisher, and year.

6. Formally Invited Lectures and Presentations

For each item provide title, venue, and year.

7. Contributed Lectures and Presentations

For each item provide title, venue, and year.

8. Peer-Reviewed Conference Proceedings, Bulletins, or Reports – In Print/Accepted

Follow same format as II.A.1. above replacing "Journal Name" with "Proceedings Name". Provide acceptance rate.

9. Other Conference Proceedings, Bulletins, or Reports – In Print or Accepted

Follow same format as II.A.8. above.

10. Other Scholarly Contributions

Format as appropriate for item.

B. Patents, Disclosures, and Technology Transfer

For each item provide invention name, inventor(s), identification number, and year patent issued/ invention disclosed.

C. Funded Grants and Contracts

For each grant list:
Investigators (and their institutions), Principal Investigator first:
Title of grant/contract:
Funding agency:
Dates:
Total dollar amount of grant (and dollar amount allocated to this candidate):
Role on project:

D. Pending Grants and Contracts

> *Follow same format as II.C. above.*

E. Grants and Contracts Submitted but Declined (submitted in the last three years)

> *Follow same format as II.C. above.*

III. TEACHING / EDUCATION ACTIVITIES

A. Instruction for ISU

> *Provide information for undergraduate and graduate courses, both on and off campus. Include semester, course identifier, course name, number of credit hours, lab/no lab, number of students in class, and number of TAs.*
>
> *For example:*
> > *1. Spring 2009: ENGR XXX – "Course I Title", 3 Credits, No Lab, 145 students, 2 TAs.*
> > *2. Fall 2010: ENGR XXX – Course II Title", 4 Credits, Lab, 35 students, no TA.*

B. Curriculum Development Activity for ISU

> *Provide course identifier, course name, year of development/modification, and description of contribution.*

C. Service as Major Professor on Graduate Student Committees

> *For each graduate student supervised, provide the student's name, level (e.g. MS, PhD), co-advisor (if any), dates work was supervised, thesis title if known, and the student's placement / current status.*
>
> *For example:*
> > *1. Mary Cooper, PhD, June 2000-July 2005, "Dissertation Title", now at Intel.*
> > *2. John Smith, MS, (Jim Atafaris, co-advisor), June 2003-July 2005, work in progress - degree expected August 2005.*

D. Service on other Graduate Student Committees

> *For each graduate student provide the student's name, year of graduation, level (e.g. MS, PhD), department, and your role on committee (e.g. minor representative, committee member).*

E. Supervision of Post-Doctoral Students and Professional Staff

> *For each post-doctoral student supervised provide the student's name, dates of supervision, project name, and the student's placement / current status.*

F. Supervision of Undergraduate Research and Independent Study

> *For each project provide the name(s) of student participant(s), dates of supervision, and project name.*

G. Non-ISU Instruction (e.g. Short Courses, Workshops, Training)

For each item provide name of activity, date(s), and location.

H. Other Teaching Contributions

For each item provide name of activity, date(s), and nature of contribution.

IV. EXTENSION/PROFESSIONAL PRACTICE ACTIVITIES

A. Editorial Service for Journals

For each item provide name of journal, nature of activity (e.g. senior editor, associate editor, reviewer), and dates of service.

B. Offices Held in Professional Societies

For each office provide name of society, office held, and dates of service.

C. Grant Review Panels

For each panel provide name of funding agency, dates of service, and role on panel (e.g. panel member, chair of panel)

D. Government, Educational, or Corporate Advisory Committees

For each committee provide name of organization, dates of service, and services rendered.

E. Public Service Activities

For each service role provide title, date(s), and services rendered.

F. Other Extension/Professional Practice Activities

For each activity provide title, date(s), and services rendered.

V. INSTITUTIONAL SERVICE ACTIVITIES

A. University-Level Service

For each service role provide title and date(s).

B. College-Level Service

For each service role provide title and date(s).

C. Department-Level Service

For each service role provide title and date(s).