I. Promotion Policies and Procedures for Professors of Practice

A. University Policy

There are three pieces of information that comprise the materials for promotion of clinical/professional faculty appointments.

- University Policy: [https://www.purdue.edu/policies/human-resources/vif10.html](https://www.purdue.edu/policies/human-resources/vif10.html)
- Form 36 Instructions: [https://www.purdue.edu/provost/faculty/documents/promotion-form-instructions-36.pdf](https://www.purdue.edu/provost/faculty/documents/promotion-form-instructions-36.pdf) (College’s implementation of this document laid out below)

B. College of Science Promotion Documents

Per West Lafayette Campus Promotions Policy – Clinical/Professional and Research Faculty (2019-20 AY Policy), “A candidate should be given the opportunity to help create and review his/her promotion documentation and should receive a copy of any document (with confidential statements omitted) that will be submitted to the primary, area, and/or University committee(s). It is the right of the candidate to have included in his/her promotion document whatever the candidate chooses to add, including the candidate’s own brief (one page) comments about excellence, creative activity, and scholarship in teaching/learning and/or engagement, each as appropriate. The candidate should also include documentation of mentoring within the scholarship, teaching/learning, and service or engagement sections, again as appropriate. Candidates and units are encouraged to keep documents to a maximum of 100 pages (or less). If needed, additional supporting materials may be linked to the promotion document.”

The following is a College of Science Promotion Document format that incorporates current University formats.

All pages of the document, including the first page which is the Form 36, should include the footer “LastName, Page 1 of XX” in the lower right corner. In the lower left should be the department name.
I. General Information

A. Education
B. Previous Positions
C. Present Position
D. Awards and Honors
   a. Internal to Purdue
   b. External to Purdue
E. Professional and Scholarly Associations
F. Other items unique to the person or Department – example: citations in biographical works such as Who’s Who in America, American Men & Women of Science, etc.

II. Learning

At the beginning of the learning/teaching section, a statement on the individual’s teaching may be included from either the candidate’s departmental committee or the individual. The document should contain a clear indication regarding who created the material.

When completing this section, attention should be given to providing information that will show how the individual not only demonstrated excellence in the classroom, but may have distinguished themselves in ways that might include, but are not limited to:

- Developing and delivering new and innovative interdisciplinary coursework, including online courses and study abroad courses
- Developing and delivering creative extracurricular learning experiences for undergraduates
- Incorporating new and appropriate learning technologies in learning experiences
- Publishing textbooks, lecture notes, abstracts, articles, or reviews that reflect a candidate's teaching contributions and scholarship.
- Authoring curriculum materials used by other teachers and/or institutions
- Presenting papers on teaching at regional, national, or international conferences
- Mentoring undergraduates in research, creative endeavor, or service learning
- Participating in teaching activities outside the university, including international assignments, panel presentations, seminar participation and international study and development projects
- Serving on special bodies concerned with effective teaching, such as accreditation teams
- Receiving competitive grants to fund teaching activities or to fund stipends for students
- Sitting on panels to judge proposals for teaching grants or programs
- Undertaking committee activities and other important service to professional associations, including editorial work and peer review as related to teaching
- Reviewing articles, books, or book chapters related to instruction
- Conducting research on pedagogical development and assessment
- Integrating teaching and research or teaching and public service in ways that benefit
The University Promotions Committee Guidelines state that the last 3 years of teaching data should be included; however, all the teaching data seen by the College of Science Area Promotions Committee should be forwarded to the University Promotions Committee. The 3 years was chosen to avoid listing courses by semester for 10-15 years. Therefore, showing 3-5 years by semester and summarizing earlier data in a table or in the narrative is appropriate, especially for promotions emphasizing teaching.

A. Teaching Assignments at Purdue
   A table format is suggested. Present the most recent 3-5 years by semester. Summarize older data by grouping, if appropriate. **Do not show more than 5 years of information.** Use the narrative to indicate teaching commitment over time. Please list courses with most recent first and clearly indicate any online courses with an *.

<table>
<thead>
<tr>
<th>Semester &amp; Year</th>
<th>Course Number, Credit Hr. and Type</th>
<th>Title of Course</th>
<th>No. of Students</th>
<th>Student Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>S 1999</td>
<td>SCI 150, 4 cr, lecture/lab</td>
<td>Principles of Science</td>
<td>408</td>
<td>Fr through Sr</td>
</tr>
<tr>
<td>S 1999</td>
<td>SCI 430, 1 cr, seminar</td>
<td>Science Seminar</td>
<td>12</td>
<td>Sr</td>
</tr>
<tr>
<td>F 1998</td>
<td>SCI 350, 3 cr, lecture</td>
<td>Science Lectures</td>
<td>45</td>
<td>Jr &amp; Sr</td>
</tr>
</tbody>
</table>

B. Selected Discussion of Courses
   Include innovation, significant impact on curriculum, or other evidence of impact on undergraduate education.

C. Course Evaluations
   1. Student Evaluation
      For course evaluations **prior to Fall 2021**, please include course evaluation information as outlined below. List two to five of the major questions on the evaluation instrument (e.g., I rate the instructor’s teaching as excellent, very good, etc.) and show the results. Give the number of students in each course and the number responding. Include course-specific norms for the past 5 years if this information is available. Do NOT include student comments. Again, indicate online courses with an *.

<table>
<thead>
<tr>
<th>Semester &amp; Year</th>
<th>Course</th>
<th>Responses/Enrollment</th>
<th>C1 Score (course median)</th>
<th>C2 Score (course median)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S 1999</td>
<td>SCI 150</td>
<td>104/115</td>
<td>4.3 (4.7)</td>
<td>4.5 (4.9)</td>
</tr>
<tr>
<td>S 1999</td>
<td>SCI 430</td>
<td>20/21</td>
<td>4.2 (4.5)</td>
<td>4.6 (4.3)</td>
</tr>
<tr>
<td>F 1998</td>
<td>SCI 350</td>
<td>46/55</td>
<td>4.6 (4.4)</td>
<td>3.2 (4.5)</td>
</tr>
</tbody>
</table>
Beginning Fall 2021, please provide course evaluation information on the following four questions:
My instructor seems well-prepared for class.
The instructor is fair and consistent in evaluating my performance in the course.
The instructor created a welcoming and inclusive classroom environment.
The instructor is open to my questions and effectively answers them.

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Course</th>
<th>Well-Prepared</th>
<th>Fair and Consistent</th>
<th>Welcoming and Inclusive</th>
<th>Open to Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>S 2022</td>
<td>SCI 100</td>
<td>4.3/5.0</td>
<td>4.0/5.0</td>
<td>4.4/5.0</td>
<td>3.9/5.0</td>
</tr>
<tr>
<td>F 2022</td>
<td>SCI 430</td>
<td>4.6/5.0</td>
<td>4.2/5.0</td>
<td>4.3/5.0</td>
<td>4.0/5.0</td>
</tr>
<tr>
<td>F 2022</td>
<td>SCI 350</td>
<td>4.4/5.0</td>
<td>4.1/5.0</td>
<td>4.3/5.0</td>
<td>4.0/5.0</td>
</tr>
</tbody>
</table>

2. Peer Evaluation
The format for peer evaluation is determined by the department policy.

D. Other Contributions to Undergraduate Education
This may include, for example, counseling, being a faculty fellow, online course creation, leadership of study abroad programs, etc.

III. Engagement

A. Discussion of Engagement – The candidate can begin with a discussion of their Engagement activities and should focus on, but is not limited to, these two specific areas:

Service:
- Serving on or leading college, university, and/or community committees and programs
- Demonstrating leadership in local, state and regional professional societies/organizations
- Advising student organizations and groups

Outreach:
- Engaging in public service or service-learning activities connected to professional role
- Collaborating with university, community or professional organizations to develop and deliver engagement programs
- Receiving honors or awards for public-service activities connected to professional role
- Publishing materials related to public service, including books, chapters, and articles
- Developing assessment processes for public service or service-learning programs
- Securing grants and contracts to finance development and delivery of service innovations

B. Department
C. College

D. University

E. Professional (editorial boards, study sections, panels, consulting, program committees, etc)

F. Diversity Activities

G. Other Engagement Activities (for example – mention of work in the media, creation of websites to disseminate research results, short courses/workshops, etc.)

IV. Discovery (if applicable)

A. Discussion

The primary committee, or members of the individual’s promotion evaluation committee, is responsible for writing, reviewing and approving a summary of the research with comments on the significance and quality of the publications. An optional summary written by the candidate may be included if the candidate chooses. In this case, the document should contain a clear indication regarding what material was written by the candidate. Summary should focus on, but is not limited to, the following:

- Producing peer-reviewed scholarly publications in the candidate’s area of expertise (books, chapters, articles, reviews)
- Receiving grant funding, commissions, and contracts for research or creative endeavor
- Participating in discovery project teams
- Collaborating with university, community or professional organizations to request and receive grants for discovery programs
- Serving as journal editor, reviewer or editorial board member for refereed journal, or peer reviewer of grants
- Developing new courses or programs where research and new knowledge are integrated
- Presenting research papers or creative work at a peer-reviewed venue
- Developing new technological or artistic products
- Receiving honors or awards for scholarship

B. Publications

A list of the top-tier journals (and conferences, if appropriate) in the candidate’s field should be at the beginning of this section. The method by which the top-tier ranking was determined should be stated. List publications in conference proceedings separately with an indication of the importance of such publications in the particular field. The primary author(s) should be indicated by an asterisk (*), post docs by “P”, graduate students by “G” and undergraduate students by “U”. Publications with previous mentors should also be distinguished by “M”. **Note**: all publication sections should be listed with the most recent publications first. For Assistant-Associate candidates, please separate out the following sections into pre-Purdue hire and post-Purdue hire.

1. Refereed
2. In press
3. Submitted *(do not include in preparation)*
4. Non-refereed books and book chapters, etc.

C. Invited Lectures

D. Other Presented Papers

E. Other Professional Activities

F. Interdisciplinary Activities/Collaborations

G. Patents

H. Funding (be sure to clearly note internal to Purdue vs. external to Purdue awards)
   1. Discussion of support
   2. Award information

   Agenda/Title of Grant: ________________________________
   Duration of Funding (Dates): __________________________
   Total Amount of Award: ______________________________
   Your Role: _________________________________________
   If Co-PI, for how much of the total funding are you directly responsible: __________

V. Mentoring

   A. Undergraduate students

   B. Graduate students

   C. Fellow Professors of Practice

   D. Other Mentoring Activities

VI. External Referees (first two items directly from University Promotion Memo)

   A. External letters are desirable for promotions of Clinical/Professional and Research Faculty. However, a combination of internal and external letters is acceptable and may be more appropriate, depending on the duties of the position. A minimum of 3 letters is expected. External letters should be sought from peer or aspirational peer universities. Examples of the peer and aspirational peers include members of the Association of American Universities (AAU) and leading international institutions. Letters may also be sought from faculty members at top academic programs from other institutions, and from preeminent experts at other institutions, although justification in the form of expertise credentials is expected in the latter case.
B. It is essential to obtain unbiased evaluations, so the letters should come from distinguished scholars who are not: the candidate’s thesis advisor (MS or PhD), or postdoctoral advisor; a business or professional partner; any family relation such as spouse, sibling, parent or relative; a collaborator on a substantive project, book, article, paper or report within the last 24 months. An exception to the latter would be a letter from a collaborator, clearly identified, who can help to define and evaluate the candidate’s role in major collaborative work, as per section IV.B.6 of the Procedures for Granting Academic Tenure and Promotion document.

C. Credentials and, if appropriate, relationship to candidate. Identify which referees were suggested by the candidate and which by the Department.

D. Excerpts with packet of full letters appended. Include all other correspondence or communications with the referees. Non-written communications should be recorded or summarized in writing.

E. Copy of letter soliciting external comments.