Please read:

This document pertains to tenured faculty seeking promotion to associate or full professor.

To assist the committee in evaluating your materials, please follow the format exactly. This includes using the NUMBER AND TITLE for each section and subsection (e.g., 6.1a Articles in Refereed Journals, 6.1b Conference Proceedings, etc.). Use “None” to indicate that there is nothing to report (e.g., 6.2a Conference ProceedingsNONE).

1. Name

2. Department, Rank, Year of Appointment

3. Education
   Degree(s), Date(s), School(s), Major(s), Minor(s)
   Evidence of progress toward a degree (if such a stipulation is cited in the contract)

4. Assigned Time (load hours; completed by faculty and verified by department chair – Not applicable for promotion).

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Chair’s Signature__________________________

5. Ball State Teaching

5.1 Assigned classes (List classes taught, section numbers and credit hours since last promotion. Documentation need not be included.)

5.2 Master's theses/research papers/creative projects (indicate which and whether chairperson/advisor or member/completed or in-progress. List completed committees first and “in progress” work second)

5.3 Doctoral committees (indicate whether chairperson or member/completed or in-progress. List completed committees first and “in progress” work second)

5.4 Advisor of student grants and projects
5.5 Curriculum and/or new course development that has received university approval

5.5a New course development

5.5b Major course revision

5.6 Student ratings - submit ratings for fall, spring, and summer classes since last promotion or last five years, whichever is less.

5.7 Peer evaluations (if applicable) - submit evaluations since last promotion or last five years, whichever is less.

5.8 Administrative evaluation of teaching (if applicable) - submit evaluations since last promotion or last five years, whichever is less.

5.9 Workshops/activities related to improvement and/or enhancement of teaching (completed only)

5.10 Workshops taught

5.11 Portfolio

5.12 Immersive Learning

5.13 Other teaching related activities

6. Scholarship: Research, Creative Endeavors, Professional Development

6.1 Publications

6.1a Refereed articles
   6.1a1 Refereed article in print (complete article must be submitted)

6.1b Conference proceedings (if copyrighted, proof of copyright must be provided and pages from the conference proceedings must be submitted)

6.1c Published abstracts (do not include program booklet descriptions)

6.1d Non-refereed articles

6.1e Books, chapters in books (if chapters, indicate chapter numbers, pages, and titles)

6.2 Presentations (posters/papers presented to professionals within the discipline)

   NOTES: Indicate title, organization, location and date for each entry; indicate local, state, regional, national or international for each entry

6.2a Refereed

6.2b Invited (indicate group inviting)

6.2c Non-refereed

6.3 Creative activities – computer software, video, film, CD rom, virtual field trip, etc. (Must provide narrative speaking to criteria I.7.1 to I.7.4 in the College P&T document for activities to be considered.)

6.3a Creative activity completed and disseminated

6.4 Grants (provide the following for 6.4a (External) and 6.4b (Internal) using the format below):

   a. Proposal SPA # as it appears on the SPA Proposal Approval.
      (Proposal number is not required for items sited under section 6.4b, Internal)
   b. Proposal Title as it appears on BSU SPA Proposal Approval.
c. Agency (Sponsor)
d. Requested Amount
e. Date Submitted (month/year)
f. Status (funded/pending review/not funded)
g. Grant Account number (if applicable)
h. Starting and ending dates
i. Principle Investigator (last name, first name,)
j. Co-principle Investigator (last name, first name,)
k. Competitive vs. Non-Competitive
l. Responded to (response to)

6.5 Contracted professional work/consulting outside the university

6.6 Reviewer/Referee for professional journals, books, chapters in books, etc. (include chapter or book title, journal, date, etc. Do not list authors or article titles.

6.7 Professional growth (documentation not required)

6.7a Post-doctoral work/visiting scholar
6.7b Attendance at professional meeting(s)
6.7c Non-degree study, continuing education

6.8 Other: (i.e., dissertation completed)

7. Professional Service

NOTE: Professional service activities prior to employment at Ball State may be included; professional service activities during employment at Ball State must be included.

7.1 Institutional service

7.1a Department
7.1b College
7.1c University

7.2 Professional service outside the university (officer, chair of session, committee member, presider, etc.)

7.2a Local
7.2b State/Regional
7.2c National
7.2d International

7.3 Professional memberships
7.4 Professional presentations to community groups
7.5 Professional certifications/licenses
7.6 Other

8. Honor, Awards (List name, organization, level: university/state/national/international)

8.1 Comprehensive
8.2 Teaching
8.3 Scholarship
8.4 Service