

**INTRODUCTION AND SUGGESTIONS
FOR VITA PREPARATION
COLLEGE OF SCIENCES AND HUMANITIES**

The following suggestions are included to assure that all candidates have the same understandings of what is required in material submitted to the Promotion and Tenure Committee. Questions should be directed to the Chair of the Department Promotion and Tenure Committee or the Chair of the College Promotion and Tenure Committee.

You should complete each appropriate category. In each category arrange entries in chronological order, most recent first, supplying dates for each entry wherever possible and continuing to the first achievements in your professional career. Work accomplished since hiring or since last promotion should be clearly indicated and listed separately. If an entry was included in the evidence for initial hiring or a previous promotion, explain how it was listed on the vita at that time. Include a copy of the vita for an earlier promotion in the supplementary materials. Avoid duplication of information. Brevity is encouraged.

In Part I. F, you are asked to describe briefly your primary role in the department and the university. In Part II. A, B, and C, you are asked to define more clearly your activities in the areas of teaching; research, publication, creative endeavors, or other scholarly productivity; and service in a professional capacity. Relevant portions of University policy for “Evaluation of Teaching,” “Evaluation of Research, Publication, Creative Endeavors, or Other Scholarly Productivity,” and “Evaluation of Service” are attached.

In Part II. A, you are asked to present an overview of your role as a teacher. For example, is your main responsibility that of coordinating several courses, teaching large core curriculum classes or major’s classes, counseling, or supervising graduate work? How does the evidence you presented support your excellence in teaching?

In Part II. B, you are asked to present an overview of your creative, scholarly activities. These activities can be independent or collaborative. Such activities can include the scholarship of discovery, integration, application, and teaching. Generally this takes the form of appropriate peer reviewed publications, presentations or exhibits, performances, other creative endeavors, and grant proposals. In this statement you can indicate the aspects of your work which should be evaluated as scholarly or creative productivity or creative endeavors and how results were disseminated and evaluated. Dissemination through refereed publications, presentations, exhibitions, and other recognized professional formats should be described. Create separate categories for refereed materials: journal articles, books, chapters in edited books, book reviews, etc. Non-refereed materials are to be listed under #7 (“Non-refereed Publications”) or #11 (“Other”) on the vita form.

In Part II. C, you are asked to present an overview of your activities which provide service in your professional capacity to the university, professional organizations, and the state, national and international communities. The significance of exceptional activities should be communicated.

In each of the sections, several categories or examples are listed. They will be evaluated differently depending on the department, discipline and the individual’s function in the department.

OTHER SUGGESTIONS:

You must submit documentation of teaching excellence and outstanding accomplishments. These materials should be bundled by individual courses and should be placed on file in the Dean's Office, i.e., only one copy of materials is required.

Include frequencies or averaged data from student ratings for each evaluated course for each year within the vita. You may use graphs or tables to interpret this information. If your evaluation form is a narrative rather than a numerical form, summarize the results in the vita. Where available, student rating forms and student comments should be placed in the supporting materials.

Funded grants (and contracts) should be included in the appropriate category. Be sure to include the title of the grant, funding source, other contributors to proposal writing or completion of the work outlined in the grant, date of application, date awarded, amount requested, amount funded by the agency, and term of the grant. External versus internal grants should be clearly indicated and listed separately.

Collaborative activities must be clarified. Present evidence of your precise role in co-authored/partnership endeavors such as, course and program development, publications, presentations, grants, service and other activities which were the result of collaboration with colleagues or students.

Where feasible and appropriate include contextual information, e.g., hours invested, preparation, substantive contributions in major projects. Indicate assigned time specifically designated for the project.

Any scholarly activity which should appear in two different sections of the vita should be elaborated upon in the most appropriate section and cross-referenced to other sections.

If a work has not yet appeared in print but has been accepted for publication, include a copy with the supporting materials, with other publications, and also include a letter from the editor or appropriate individual of a press, journal, or electronic medium documenting its acceptance for publication. Scholarly work listed in this section should be completed and accepted for publication. That is, work should be in the production stage (e.g., only copyediting or minor revisions remain). Wherever appropriate, include the quality and acceptance rates of journals in which works are published. Work under review should be listed under "Other."

A final note. Please keep in mind that your vita and supporting materials will be read by members of the College Promotion and Tenure Committee who may be reading two dozen other sets as well. They are looking particularly for evidence of good teaching, evidence of scholarship reviewed by peers external to Ball State, and evidence of service in a professional capacity that contributes to the work of the university or to one's profession and community. Remember, though, that service or any other category will not by itself qualify a faculty member for tenure or promotion. The most

effective vitae have been concise and have focused on relevant material representing the three areas in which we are all active. Vitae that contain large quantities of minor information and voluminous documentation of minor activities often do not make a positive impression.

Approved by 2010-2011 College P&T Committee

VITA
COLLEGE OF SCIENCES AND HUMANITIES

PART I. PERSONAL DATA

Name Current Rank
Department

A. EDUCATION

Degree Date University Major Minor

B. PROFESSIONAL EMPLOYMENT PRIOR TO ARRIVAL AT BALL STATE

C. INITIAL EMPLOYMENT AT BALL STATE

Date
Rank

D. PROMOTIONS AT BALL STATE

Effective Date From (rank) To (rank)

E. FIELD(S) OF PROFESSIONAL SPECIALIZATION

F. RESPONDENT'S CONCEPT OF HIS/HER PRIMARY ROLE AS A FACULTY MEMBER AT BALL STATE. AS AN INTRODUCTION TO MORE SPECIFIC DISCUSSIONS OF TEACHING, RESEARCH, AND SERVICE BELOW, PLEASE PROVIDE A GENERAL STATEMENT OF YOUR VIEW OF YOUR FACULTY ROLE AND HOW YOUR CHOICES AND PERFORMANCE IN TEACHING, RESEARCH AND SERVICE COMBINE TO ACHIEVE THE ELEMENTS OF YOUR CONCEPT. LIMIT: ONE PAGE.

PART II. ACCOMPLISHMENTS

A. EVIDENCE OF OUTSTANDING TEACHING

Write a brief introductory statement describing your teaching philosophy and illustrating how elements of this philosophy have guided your pedagogical choices and accomplishments. Please include a statement of how these activities were evaluated and how they contribute to departmental goals and emphases. Limit: one page.

1. Classroom Instruction:

- a. Student ratings as required by the department (Summarize results obtained from any student ratings submitted.)
- b. Provide evidence of at least one of the following means of evaluating teaching
 - i. Peer review of teaching, such as:
 - Classroom visitation

 - Evaluation of syllabi, examinations, and other classroom materials

 - Evaluation of student achievement
 - ii. Chairperson review of teaching, such as:
 - Classroom visitation

 - Evaluation of syllabi, examinations, or other classroom materials
 - iii. Peer and/or chairperson review of the teaching portfolio
- c. Other evidence in support of outstanding classroom instruction, such as:
 - Pre-test/post-test results

 - Number of majors and non-majors in each course

 - Grade distribution for each class

2. Other instructional activity
 - a. Implementor of instructional innovation
 - b. Initiator of new programs/courses
 - c. Thesis/dissertation committee member or chairperson
 - d. Research paper/creative project adviser
 - e. Special assignments, e.g., independent studies, coordination of courses
 - f. Creative teaching grants
 - g. Other
3. Advanced Study, Additional Accomplishments, and Professional Improvement

B. EVIDENCE OF SCHOLARSHIP

Please indicate how these accomplishments connect with one another to form a coherent body of work, how they contribute to fulfilling the research component of your faculty role, and how they contribute to achieving the goals and emphases of your department. Write a brief introductory statement giving an overview of your creative activities. Communicate clearly the appropriateness of the means of disseminating your work and how it was evaluated or reviewed. Limit: one page.

1. Refereed publications (excluding abstracts), published or accepted for publication
2. Contract, Grants, and Funding for Research/Creative Endeavors
 - a. External
 - b. Internal
3. Papers presented at professional meetings (invited or refereed)
4. Professional/creative endeavor presentations (invited/sponsored)
5. Development of exceptional curricular and course materials, such as textbooks, CD-ROM's, videotapes, etc.

6. Audio tapes, videotapes, film, software, etc.
7. Non-refereed publications
8. Published abstracts (excluding those included in papers in B1 above)
9. Sponsorship of student grants
10. Advanced Study, Additional Accomplishments, and Professional Improvement
11. Other (including work submitted but not yet accepted for publication)

C. EVIDENCE OF PROFESSIONAL SERVICE

Write a brief introductory statement giving an overview of your service activities. Please indicate how these accomplishments contribute to fulfilling the service component of your faculty role and how they contribute to achieving the goals and emphases of your department. Limit: one page.

1. Service to the academic community
 - a. Committee work: Department, College, University
 - b. Special lectures, interdepartmental contributions
 - c. Administrative and counseling/advising duties
2. Service related grants funded
3. Offices held in local, regional, state, national, and international professional organizations
4. Editorships, review panels
5. Service to the local, state, regional, national, and international communities
6. Advanced Study, Additional Accomplishments, and Professional Improvement

D. ADDITIONAL ACCOMPLISHMENTS

1. Recognitions
2. Awards

PART III. INDEX TO SUPPORTING MATERIALS

Supporting materials are placed in the Dean's Office. A brief index of supporting materials must be appended to the vita.

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