

FACULTY TENURE COVER SHEET

Not all lines under each category carry the same weight. Quality and importance of contribution are key components of the tenure assessment process. Consult with your department/unit chair.

Faculty Information

Faculty Member	Last Name	Middle Name	First Name
Date Completed	Month	Day	Year
Department			
College			
Current Rank			
Date Current Rank Was Assigned			
Date Employed at TTU			
Highest Degree Received Date			
Highest Degree Received Where			

Items	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	20xx-20xx	20xx-20xx	20xx-20xx	20xx-20xx	20xx-20xx	
% Responsibility for Teaching						
# of Unique Undergraduate Courses*						
Total Student Credit Hours (SCH) Undergrad						
# of Unique Split-Level Courses**						
Total Student Credit Hours (SCH) Split-Level**						
# of Unique Graduate Courses*						
Total Student Credit Hours (SCH) Graduate						
Average Summary IDEA Score Undergraduate Courses						
Average Summary IDEA Score Graduate Courses						
% Responsibility for Research/Scholarship/Creative Activity						
# of MS or MA Committees Chaired						
# of PhD Committees Chaired						
# of MS or MA Committees Served (Not Chaired)						
# of PhD Committees Served (Not Chaired)						
# of Book Chapters Published						
# of Books Published						
# of Refereed Journal Papers Published						
# of Refereed Conference Papers Published						
# of Non-Refereed Conference Papers Published						
# of Journal Papers Accepted/Not Published						
# of State, Regional, National, and International Performances						
# of State, Regional, National, and International Exhibitions						
# of State, Regional, National, International Conference/Symposia Presentations						
# of Externally Funded Research Projects secured						
# of Internally Funded Research Projects secured						
Total External Research (\$)						
Total Internal Research (\$)						
% Responsibility for Service/Outreach						
# of Department/unit Committees Served						
# of College/University Committees Served						
# of Professional/Community Service Activities						
% Responsibility for Advisement						
# of Undergraduate Advisees						
# of Graduate Advisees						
* Courses with different course titles						
** 4000/5000 level courses						

Tenure Progress Narrative

Each year during the tenure-track process, a faculty member will submit a Tenure Progress Narrative along with the Faculty Tenure Cover Sheet (AT1). Whereas the Faculty Tenure Cover Sheet provides a quantitative overview of the faculty member's progress toward tenure, the narrative will provide a more detailed qualitative description that expands on items listed under the four categories on which faculty are evaluated (teaching, research/scholarship/creative activity, service/outreach, and advisement. Some faculty members also have administrative duties; others do not have advisement expectations). NB: Mentoring is included under Teaching in Policy 205. The narrative should also feature the faculty member's unique contributions to the department, the university, the community, and/or the faculty member's field of study. If a tenure-track faculty member has been involved in activities that are not listed on AT1 but are relevant to tenure, those items should be included in the narrative.

Each year's narrative should be no longer than two pages. In the year the faculty member comes up for tenure, only one narrative of no more than two pages should be included. That narrative should provide highlights from previous narratives or, where appropriate, trace a thread of a progression that has run throughout the candidate's tenure-track years.

Organize the qualitative narrative around the categories included in the Agreement on Responsibilities. Indicate each heading in bold. You may have three, four, or possibly five headings.

TEACHING

RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY

SERVICE/OUTREACH

ADVISEMENT

ADMINISTRATIVE