Worksheet for Evaluating the Portfolio of the Assistant Professor
Developed by Marie N. Bremner, Chair University T&P/PTR Committee 1999-2000
Revised Fall 2016

Name _________________________ Department _________________

____ Pre-Tenure Year Review  ____ Elective Promotion to Associate Professor
___ Elective/Required Tenure  ____ Post Tenure Review

Does the candidate hold the acceptable terminal degree? ______

Does the candidate have graduate faculty status? ______

Current years of service in rank ______

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1. Teaching, Supervision & Mentoring
   ➢ Demonstrates effectiveness, productivity and potential for continued development?
   ➢ Engages teachers, students & others in learning inside and outside the classroom through:
     • group instruction
     • individual instruction
     • student supervision
     • mentoring
     • advising
     • counseling innovation
     • curricular innovation
     • pedagogical innovation
   ➢ Engages in dynamic teaching
     • Refines and improves teaching
     • Performs regular updates and revisions of course plans
     • Provides systematic assessment of teaching
     • Interprets assessment results
   ➢ Developed a well-stated philosophy of teaching & learning

Comments:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
2. Scholarship & Creative Activity

- If scholarship is identified as the primary area of emphasis after teaching or the candidate is a graduate faculty member,
  - Has the candidate initiated a strong record of productive Scholarship & Creative Activity?
  - Does their Scholarship & Creative Activity form a solid foundation for continued productivity and future maturation?
- If scholarship is identified as the secondary area of emphasis after teaching,
  - Has the candidate initiated an acceptable level of Scholarship & Creative Activity?
  - Does their Scholarship & Creative Activity suggest a potential for continued activity?
- Regardless of activity level, do the scholarly/creative contributions involve review and recognition by others within and beyond the department, college, and university?

Comments: __________________________________________________________
____________________________________________________________________
____________________________________________________________________
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3. Professional Service

- If professional service is identified as the primary area of emphasis after teaching,
  - Has the candidate initiated a strong record of productive service either within the institution, local community, or profession?
  - Does their professional service form a solid foundation for continued productivity and future maturation into more significant leadership roles?
- If professional services as the secondary area of emphasis after teaching or the candidate is a faculty member,
  - Has the candidate initiated an acceptable level of professional service?
  - Do their professional service activities suggest a potential for continued activity?

Comments: __________________________________________________________
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____________________________________________________________________
Review Summary
In my professional judgment, the candidate’s portfolio documents
___ a strong record of highly effective teaching, supervision, and mentoring
___ a strong record of accomplishment in their primary area of emphasis beyond teaching (either scholarship or services)
___ an acceptable level of contribution in their second area of emphasis beyond teaching (either scholarship or service)

Pre-Tenure Year Review:
My professional assessment of the candidate’s portfolio with respect to how he or she meets or does not meet the actual expectations for tenure indicates (cite specific suggestions in each area of review for maintaining and enhancing further preparations for a successful tenure review in the future):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Tenure:
In my professional judgment, I
___ Recommend for tenure
___ Do not recommend for tenure

Promotion:
In my professional judgment, the candidate’s performance and accomplishments in teaching, scholarship and services have risen to achieve KSU’s expectation for a beginning associate professor and I
___ Recommend for promotion
___ Don not recommend for promotion

Post Tenure Review:
In my professional judgment, the candidate’s portfolio documents
___ Achieving Expectations
___ Not Achieving