WEST VIRGINIA STATE UNIVERSITY

INSTRUCTIONAL & PROFESSIONAL ACTIVITIES SELF REPORT OUTLINE

7/10/06

All full-time faculty (tenured, tenure-track and temporary) must develop a portfolio including, but not limited to the items listed on the following outline. All items are to be documented and dated and must be restricted to the period specified below. Turn these materials in to your Department Chairperson. The self-report is utilized as part of the evaluation process for merit salary increases, retention, promotion and tenure.

TIME PERIOD COVERED BY THIS REPORT: January 1,to December 31,
FOR MERIT EVALUATION PURPOSES, YOU MAY CHOOSE THE RELATIVE PERCENTAGE WEIGHT OF SCHOLARSHIP AND SERVICE. CHOOSE ONE:
25% Scholarship, 10% Service20% Scholarship, 15% Service
<u>IDENTIFYING INFORMATION</u>
A. Name
B. Rank, Department and School
C. Personnel Action Requested (MeritRetentionPromotionTenure)
D. Appointment Date
1. Degrees held, institution(s) awarding degrees, date, fields
 2. Higher Education Teaching Experience a. Number of years at other institutions b. Number of years at WVSU (include 1st date of employment)
3. Other Professional Experience
4. Date(s) of promotions(s)
5. Date of tenure (if not tenured, date of eligibility)

Provide information and evidence for the following. Remember to include only activities restricted to the time period indicated on the first page.

TEACHING

In addition to responding to the items on the following pages, faculty are asked to provide a short narrative (along with supporting documentation, if appropriate) related to each category under "Teaching Excellence" in the Chairperson's evaluation form. Faculty are encouraged to address the following in their narrative:

Instructional Practices

- Considerate and fair in all dealings with students (For example: prepares clear criteria for grading; encourages/inspires all students; progressively develops student skills)
- Well organized (For example: returns student work promptly; communicates knowledge systematically, coherently; creates a syllabus with evidence of planning, course outcomes and student outcomes)
- Constant improvement in teaching (For example: attends training/workshops on pedagogy or educational technology; engages in discussion with colleagues; adopts new classroom strategies; assesses teaching effectiveness; learns from colleagues through activities such as team-teaching.)
- Welcomes and profits from constructive criticism (For example: seeks interaction with supervisors and colleagues regarding classroom performance; seeks and applies assessment data.)

Academic Discipline

- Thorough and demonstrable knowledge of the field and new developments therein (For example: is an active member of professional organization; attends professional conferences and/or scholarly events in discipline; keeps current by reading journals and newsletters, and incorporates current information and developments in the discipline into classroom instruction)
- Concerned with the intellectual development of students (For example: encourages student use of office hours; follows through on student learning via such activities as assessment of attending student presentations/performances; challenges their abilities; encourages their questions; welcomes diversity of opinion; mentors students; seeks ways to increase their capacity to think critically and independently and assesses effectiveness of such efforts; supports education of whole student through participation in General Education.)
- Concerned with the ability of students to apply knowledge, theory, and skills (For example: involves students in research or other creative activities; guides student research or other projects; involves students in field placements or internships; involves students in professional conferences, workshops, and/or seminars; creates work simulation projects and/or applications for students; assesses effectiveness of aforementioned projects; creates materials to encourage use of GE "skills" in major courses.)

- A. Class observations by Department Chair or Designee
- B. Student Evaluations (Include copies of data summary sheets for each course taught since the last self report was filed as well as overall summary sheets)
- C. Other teaching information
 - 1. Syllabi of courses taught during evaluation period above (duplicates are not necessary)
 - 2. Preparation of new class(es)
 - a. for the college
 - b. for a class you have never taught
 - 3. Preparation of lab manuals, workbooks, etc.
 - 4. Other (one may include items that show effective and innovative use of various instructional materials and teaching methods including instructional technology such as WebCT)

RESEARCH, PROFESSIONAL, AND CREATIVE ACTIVITIES

- 1. Graduate coursework
- 2. Attendance at professional workshops and meetings
- 3. Published article(s) in referred journals and/or creative work performed/presented in refereed/juried venue
- 4. Major (nationally distributed) research or creative endeavor (book, film, etc.)
- 5. Paper presentation or address at refereed conference or creative work presented at professional meeting or festival.
- 6. Grant Related Activities
 - a. Successful grant application to non-WVSU source
 - b. Unsuccessful grant application to non-WVSU source
 - c. Service as a grant reviewer for outside agencies
- 7. Reviewer/Referee
 - a. Published review of a book, journal article or performance in a refereed journal
 - b. Service as a referee or reviewer for a conference or journal paper/article
 - c. Published review of a book, journal article or performance in a non-refereed journal/newspaper or periodical.
- 8. Membership in a professional society or organization
- 9. Chairing a panel for a professional organization/learned society.
- 10. Serving on a panel (as a respondent or discussant) for a professional organization/learned society.
- 11. Service for a professional society.
 - a. Serving as an officer, board member, and/or editorial board member for a professional organization/learned society.
 - b. Serving as an editor for a scholarly, refereed journal.
- 12. Working as a conference or convention organizer
- 13. Formal honors or awards recognizing professional, academic and creative work from national, regional or state professional organizations.
- 14. Serving on a regional or national accrediting team.
- 15. Supervision of student/research or creative project.

- a. Guiding the independent research or creative projects of undergraduate students.
- b. Guiding the research or creative projects of undergraduate students which results in student presentations.
- c. Serving on a thesis committee.

SERVICE TO THE COLLEGE AND COMMUNITY

- 1. Active participation in college governance
- 2. Chairing or serving as an officer on faculty or college committees
- 3. Active participation in the academic life of the college (faculty lecture series, honor society presentations, etc.)
- 4. Active advising of college honor societies and/or other student organizations.
- 5. Active participation in college sanctioned recruiting activities
- 6. Academic Advising
- 7. Service outside the college that promotes the institution. (Note: Community service activities not directly related to the faculty member's discipline do not satisfy this standard.)
- 8. Cooperation and collaboration with colleagues in meeting departmental and college needs.
- 9. Honors or awards recognizing service related to faculty member's academic discipline
- 10. Student credit hours produced (fall and spring of calendar year).

NOTE: All faculty members are advised to refer to the WVSU Faculty Handbook for additional information. Applicants for Promotion* and/or Tenure should have at least the following in their portfolios:

- 1. Self Report Form with documentation
- 2. Current Curriculum Vitae
- 3. Evidence of three (3) years of "excellent" teaching experience including:
 - a. student evaluation summary sheets
 - b. classroom observations reports
 - c. examples of teaching materials (syllabi, assignments, etc.)
- 4. Department Chair Evaluation
- 5. Documented achievement in at least three of the following:
 - a. Professional Growth
 - b. Research or Creative Activities
 - c. Recognized activity in professional/learned societies
 - d. Campus/Community service
- 6. Narrative rationale for personnel action requested
- 7. Other information as deemed appropriate.

^{*} Faculty applying for promotion must specifically identify the areas they are utilizing for evaluation purposes