

**Hampton University
Hampton, Virginia**

Office of the Provost

Dossier Checklist and Evaluation Instrument

The dossier of _____ for _____ tenure of _____ promotion includes the following:

I. TEACHING

One of the primary missions of Hampton University faculty members is teaching. Therefore, in order to receive tenure and promotion, the candidate must document the quality of teaching. Such documentation might include factors such as teaching effectiveness, productivity, and teaching innovations.

1. Teaching Effectiveness	Distinction (5)	Excellent (4)	Above Average (3)	Average (2)	Below Average (1)
Summaries of course and Instructional evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer reviews chairperson's critiques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student awards, honors and other recognitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Teaching Productivity	Distinction (5)	Excellent (4)	Above Average (3)	Average (2)	Below Average (1)
Publications in teaching Specialty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional modules, media packages, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual research and funded grants in teaching area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Teaching Innovation					
New curriculum approaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-conventional instructional strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-traditional learning experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***TOTAL _____**

II. SERVICE

To receive tenure or promotion in the area of service, the candidate must document the quality of his professional service. Such documentation should reveal the impact of his service on students, the University and the broader academic community.

1. University Service	Distinction (5)	Excellent (4)	Above Average (3)	Average (2)	Below Average (1)
Identification of distinctive contributions to the department, school and University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters of recognition, program reviews relative to work at Hampton University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification of distinctive Contributions to students and student activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Local/State Service					
Evidence of distinctive service at Local and state levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition through leadership Roles in professional organizations at Local and state levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters of special recognition and Awards for professional service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official commendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. <u>National International Service</u>	Distinction (5)	Excellent (4)	Above Average (3)	Average (2)	Below Average (1)
Evidence of distinctive service at National and International levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition through leadership roles in professional organizations at the national and international levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Department and School Service</u>					
Evidence of commitment to departmental, School, college goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of positive attitudes toward Student growth and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of positive attitudes towards Colleagues, staff, and administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of stewardship in the utilization Of personal, financial and physical Resources granted by the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. SCHOLARLY ACTIVITY

While Hampton University is committed to teaching, faculty members are expected to bring distinction to themselves, their students and the University by developing a professional balance between teaching and scholarly productivity. There are many opportunities for mutually supporting activities in research and teaching. Research is required for promotion and tenure.

III. SCHOLARLY ACTIVITY (continued)

1. Research

Distinction

Excellent

**Above
Average**

Average

**Below
Average**

(5)

(4)

(3)

(2)

(1)

Documentation of research
Published in refereed journal

Documentation of reviews of research
Activities by colleagues in the profession

Documentation of funds secured through
Funding agencies to conduct research

**2. Professional Development and
Funded Projects**

Identification of professional activities
through publications of articles,
monographs, etc.

Identification of reviews and publications
of professional articles in national and/or
local refereed publications

Identification of book reviews published

Identification of funded grants received
Through individual initiative

Leadership in Professional organizations,
conferences, workshops at local, state,
national levels

III. SCHOLARLY ACTIVITY (continued)

3. <u>Creative Activities</u>	Distinction	Excellent	Above Average	Average	Below Average
	(5)	(4)	(3)	(2)	(1)
Identification of creative works cited or published in refereed journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critique of reviews of creative works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publications of creative works in recognized organs in the discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***TOTAL** _____

Rating Scheme

5.0 – 4.0 = Distinction

3.9 – 3.0 = Above average

2.9 – 1.0 = Average

.99 and below – Below Average

Sub-total for Teaching _____

Sub-total for Research _____

Sub-total for Service _____