

Contents of the Decision File

Notebook 1: Miscellaneous

Materials placed into the decision file by the VPAA:

- Memos from the VPAA on details of the review, the candidate's job description, and academic handbook criteria relevant to the review.
- PC Reports for the current review and Faculty Policy and Personnel Review (formerly COF) report, when it is completed.
- PC and Faculty Policy and Personnel Review (formerly COF) reports on past reviews (when applicable).
- When required, annual reports and chair responses for the period under review. Annual reports submitted voluntarily are included at the request of the candidate.
- All letters submitted to the VPAA's office before the deadline and accompanied by an acknowledgement of the open file policy.
- Required classroom peer observations; all other peer observations are included at the request of the candidate.
- Complete sets of student opinion surveys for the period under review. For promotion reviews, the student opinion forms from the last eighteen full credit courses (or equivalent), or all courses taught during the review period, if fewer than eighteen.
- Grade Point Distribution data for all faculty members.
- Advising statistics for candidate, the department, and the University.

Materials provided by the candidate:

Current CV organized according to the criteria for review at DePauw, with main headings of "Teaching," "Scholarly and Artistic Work," and "Service." Candidates are strongly encouraged to consider utilizing one of the Personnel Process CV templates.

A response, if desired, to any prior PC report(s). (Candidate's responses to PC reports are not shared with PC's so candidates decide whether or not to include them.)

Letters submitted to the review candidate for the review file.

Notebook 2: Teaching Materials

(if materials are judiciously chosen a 2-3 inch binder should easily provide sufficient space)

- Annotated Table of Contents (one sentence per item highlighting the item's relevance)
- A statement of the candidate's teaching philosophy (1-3 pages)
- A 5-10 page statement about teaching that:
 - addresses the candidate's goals, challenges, and successes with particular attention to those courses featured in the file;
 - discusses evidence in the file that demonstrates/supports professional competence, appropriate content and rigor, teaching methods, and effectiveness; and
 - reflects on student opinion surveys with particular attention to patterns and trends in the written comments (as opposed to a point-by-point rebuttal)

- Wherever possible, the teaching philosophy and teaching statements should make appropriate references to materials found in Notebook 1 and 2 that are relevant to the review of the candidate's teaching
- Selected evidence to support the evaluation of professional competence, content and rigor, methodology, and effectiveness of teaching. *Detailed evidence featuring at least two courses taught by the candidate is required.* In most cases, these courses should be one lower-level and one advanced-level course in the department where tenure will be awarded. Candidates should consider any specific teaching obligation, as outlined in their Appendix B, in choosing which of their courses to feature.

Evidence related to these courses should include the following:

- course syllabi (if course goals are not a part of the syllabi they should be appended to the syllabi);
 - copies of all major assignments/exams, along with a representative sample of other assignments, e.g., daily work, quizzes, etc. This evidence coupled with the teaching narrative should provide the PC and Faculty Policy and Personnel Review (formerly COF) with an understanding of the purpose of the assignment and candidate's views with regard to the associated rigor; and
 - a representative sample of graded work. The candidate must provide examples of a variety of types of graded work along with a copy of the assignment. All graded work must have the student's name removed. For any graded work provided, examples should span the full range of assigned grades. This evidence coupled with the teaching narrative should provide PC's and Faculty Policy and Personnel Review (formerly COF) with a sense of the effectiveness of the feedback provided to students.
- Other teaching materials. This might include additional (non-required) peer observations, syllabi for courses not discussed in detail, particularly illustrative assignments, Winter Term teaching evaluations, sample PowerPoint slides, lecture notes, handouts, etc.

Notebook 3: Evidence of Scholarly and Artistic Work

(if materials are judiciously chosen a 1-1.5 inch binder should easily provide sufficient space)

Note: Additional evidence of Scholarly and Artistic work that does not fit within Notebook 3 may be put into the Appendix for reference; members of the PC are required to review materials in this appendix, and members of Faculty Policy and Personnel Review (formerly COF) may choose to review this material if they deem it necessary.

- Annotated Table of Contents (one sentence per item highlighting the item's relevance)
- 1-5 page statement about scholarly and artistic work that:
 - places the scholarly and artistic work in context and explains what makes the candidate's work a valuable contribution to the field;
 - provides the candidate's scholarly or artistic goals and how the evidence in the file support the candidate's scholarly or artistic agenda;
 - describes the candidate's contributions if the candidate shares authorship with others; and
 - refers the reader to materials in Notebook 1 relevant to scholarly and artistic work.
- Selected evidence of scholarly and artistic work, such as:
 - samples of published work, such as articles or book chapters;
 - copies of short grant proposals and summaries or narratives of longer proposals;
 - reviews of any scholarly and artistic work (including grants);
 - evidence of awards received;

- representative sample of scholarly presentations; and
- drafts of materials in progress. Works in progress may only be considered if a candidate provides a short statement addressing whether the work is an early draft, nearing submission, under review, or accepted but not yet in print.

Notebook 4: Evidence of Service Activities

(if materials are judiciously chosen a 1 inch binder should easily provide sufficient space)

- Annotated Table of Contents (one sentence per item highlighting the item's relevance)
- 1-5 page statement about service activities that:
 - describes the candidate's overarching principles in choosing service activities;
 - discusses why the candidate values particular service contributions; and
 - refers the reader to materials in Notebook 1 relevant to service activities.
- Selected evidence of service activities, such as:
 - letters from committee chairs, department chairs or school deans recognizing important service contributions (if not included in Notebook 1);
 - letters from external sources discussing professional service activities and describing the type and magnitude of the activities (if not included in Notebook 1), and
 - copies of documents substantially authored by the candidate as part of service work or a letter from another committee member describing a specific contribution to materials authored.

Appendix: Additional Scholarly and Artistic Work

The materials in the appendix are not part of the core decision file. PC members will read the complete appendix so a judicious selection of materials is appropriate. Members of Faculty Policy and Personnel Review (formerly COF) are not required to read the appendix.

The candidate should provide complete copies of scholarly work for the period under review. This includes complete books if sample chapters were provided in Notebook 3 and complete grant proposals if only a summary or the narrative section was provided in Notebook 3.

Buffer File

This section is maintained for materials that arrive after the deadline for the file. Typically this includes letters that arrive after the deadline or acknowledgement of acceptance of manuscripts submitted.