

Lewis College of Business Policy No. LCOB-5 Documentation Guide for Personnel Actions

This guideline describes the recommended documentation for candidates to provide in their application package for pre-tenure review, tenure review, promotion review. Candidates should submit a complete, well-organized, and well-documented application packet that accurately reflects their record of accomplishments. Each candidate has the opportunity to submit any additional items that they believe are most reflective of their contributions. Faculty will submit this documentation to the Dean's Office.

These guidelines pertain only to documentation. Personnel decision requirements are contained in other documents. Requirements for Lewis College of Business personnel actions are contained in MUBOG AA-26-Faculty Promotion, MUBOG AA-28-Faculty Tenure, the college's Guidelines for the Evaluation of Faculty Applications for Promotion and Tenure, and the college's Pre-Tenure Review Policy No. LCOB-6.

Required Items

1. **Table of Contents** that includes all items 2 through 9 contained in this document. It should also detail all the items included in the Research & Scholarly Activities Section, the Teaching Section, and the Service Section.
2. **Promotion & Tenure Summary Sheet** available from the Academic Affairs website at <https://www.marshall.edu/academic-affairs/forms-policies/> (for pre-tenure review, use the attached Pre-Tenure Summary form).
3. **Copy of the Initial Letter of Appointment** (and any amendments) indicating eligibility dates for promotion and tenure.
4. **Updated Vita** either from digital measures or a personally-developed vita. This document must be consistent with other information in the packet.
5. **Executive Summary** that states the candidate's claim of being Exemplary or Professional in Research & Scholarly Activities, Teaching, and Service. Candidates must summarize their major achievements in each category and demonstrate how their achievements meet the requirements for Exemplary or Professional performance. *This section should be approximately 3 to 4 pages, single-spaced.*
6. **Research & Scholarly Activities Section**
 - a. **Research Statement** that discusses research accomplishments and current work. It should situate the candidate's research within the larger context of the field and show how the candidate's research contributes to, complicates, or counters other research being done. The statement should articulate the larger research question or questions that the candidate is interested in answering and should articulate specific interests. *This statement should be approximately 3 to 4 pages single-spaced.*

- b. **Future Research Statement** that reports the future direction and potential of the candidate's research. This statement should relate this future work to the current work, include the theories, literature, and methods involved, and specify potential outlets for publication. Candidates should list or discuss any current working papers and/or papers under submission in this section. *This statement should be approximately 2 to 3 pages single-spaced.*
- c. **Annual Report OCR Research & Scholarly Activities Scores** presented in table format.
- d. **Peer-Reviewed Journal Articles** citation listing. Evidence of items must be provided including hard copies of selected articles and hyperlinks to all articles or the table of contents listing the article. Candidates must also include the ABDC journal ranking, citation counts, downloads, or other evidence of journal quality for all peer-reviewed journal articles.
- e. **Engagement, Innovation, and Impact Discussion** reflecting how the candidate's research and scholarly activities relate to engagement, innovation, and impact as defined by the AACSB.
- f. **Other Intellectual Contributions** listing that explains these activities and when they occurred. Each activity must be documented. Third-party documentation is preferred when applicable. Examples include hard copies of papers, citations, hyperlinks, award or invitation letters, conference agendas, and other documentation as applicable. Some examples of other intellectual contributions to list and document might include:
 - i. Published book or monograph;
 - ii. Published chapter in a book;
 - iii. Published article in conference proceedings;
 - iv. Published article in a non-refereed journal or a non-refereed article;
 - v. Paper or poster presented at an academic conference;
 - vi. Internal or external research-related grants;
 - vii. Book or journal editorship or editorial board membership;
 - viii. Innovative, technical or consulting report that is available for peer-review;
 - ix. Individualized invitation to participate in a research conference;
 - x. Appointment as research scholar;
 - xi. Research awards including best paper awards;
 - xii. Published textbook, case, study guide, workbook, or other instructional material;
 - xiii. Research-related workshop organization or presentations;
 - xiv. Professional or academic conference/workshop attendance;
 - xv. Invitation to serve on panels or make presentations at research conferences;
 - xvi. Research day or brown-bag lunch presentations.

7. Teaching Section

- a. **Teaching Statement** that covers teaching philosophy, discussion of courses taught, how assessments are approached, and an explanation of teaching scores. It should include facts on teaching duties related to all courses, and/or such data as the number of courses taught, the kind or level of courses, the yardsticks employed to measure student progress, and specifics on teaching methods and content. *This statement should be 3 to 4 pages, single-spaced.*
- b. **Annual Report OCR Teaching Scores** presented in table format.
- c. **Student Evaluation Scores** presented in table format with enrollments.
- d. **Teaching Observations** by the department chair or other faculty.
- e. **Syllabi** for each course taught.
- f. **Engagement, Innovation, and Impact Discussion** reflecting how the candidate's teaching activities relate to engagement, innovation, and impact as defined by the AACSB.
- g. **Other Teaching** listing that explains these activities and when they occurred. Each activity must be documented. Third-party documentation is preferred when applicable. Examples include samples of teaching materials, attendance certificates, hyperlinks, award or invitation letters, syllabi, and other third-party documentation as applicable. Some examples of other teaching activities to list and document might include:
 - i. Written comments on student evaluations;
 - ii. Peer reviews;
 - iii. Newly developed courses or new methods of teaching for existing or new courses, including new preps;
 - iv. Development and teaching university designated special courses such as writing across the curriculum, critical thinking, service learning, multi-cultural, and international;
 - v. Attendance at seminars, workshops, and other meetings that may improve teaching skills;
 - vi. Finalized or work-in-progress instructional materials such as texts, software, and cases (unpublished items only-if published these get documented in the Research & Scholarly activities section);
 - vii. Student achievements attributable to the candidate;
 - viii. Written comments of present and former students;
 - ix. Alumni surveys;
 - x. Help provided to colleagues to improve their teaching skills;
 - xi. Experiential learning projects that require extensive engagement with students and the business community;

- xii. Guest speakers, field trips, or similar activities;
- xiii. Student help in scholarly activities or supervised research;
- xiv. Involvement in Honors or Yeager projects or provision of H-option courses;
- xv. Student competition supervision;
- xvi. Independent study supervision;
- xvii. Participation in teaching-related workshops, boot camps, certification courses;
- xviii. Guest lectures;
- xix. Teaching awards and recognitions.

8. Service Section

- a. **Annual Report OCR Service Scores** presented in table format.
- b. **Engagement, Innovation, and Impact Discussion** reflecting how the candidate's service activities relate to engagement, innovation, and impact as defined by the AACSB.
- c. **Service List** that includes all departmental, college, or university committees, boards, councils, task forces or senate the candidate was on. For each, include name of committee, dates served, role, contributions, and major accomplishments.
- d. **Student Mentoring** list that includes the names of students mentored, the candidate's strategy toward mentoring, and some examples of mentoring sessions and relationships.
- e. **Other Service** listing that explains these activities and when they occurred. Each activity must be documented. Third-party documentation is preferred if applicable. Examples include attendance certificates, hyperlinks, award or invitation letters, and other documentation as applicable. Some examples of other service activities to list and document might include:
 - i. Faculty sponsor, advisor, or executive secretary for a student chapter of a professional club, fraternity, or honor society;
 - ii. President, vice president, department chair, proceedings editor, or other officer/leadership position of a state, regional, or national learned society or professional organization;
 - iii. Membership on a local, state or national governmental board, agency or commission;
 - iv. Community service;
 - v. Pre-publication text reviews;
 - vi. Service as a journal manuscript referee or editor;
 - vii. Organization of or presentation at an executive seminar;
 - viii. Involvement in significant recruitment and retention activities;
 - ix. Development of a new program;

- x. Directorship of programs or centers;
- xi. Service awards and recognition;
- xii. Consulting or active professional activity;
- xiii. Member of an advisory board or a board of directors;
- xiv. Session chair, panel member, or presentation at a professional conference;
- xv. Continuous maintenance of active professional certification;
- xvi. Extensive professional training (at least 15 hours) beyond certification requirements, as determined by the department chair and verified by the Dean's office;
- xvii. Serving as an expert witness;
- xviii. Other service activities requested by department chair or Dean.

9. Engagement, Innovation, and Impact Summary reflecting how the candidate's research & scholarly activities, teaching activities, and service activities relate to engagement, innovation, and impact as defined by the AACSB. This summary should be presented in a concise table format.

Policy Approval Date:

11/18/2020

Dean's Signature:

A. Mukherjee

PRE-TENURE SUMMARY

NAME _____

DEPARTMENT _____

Terminal Degree Achieved: _____

Granting Institution and Year: _____

Years in Current Rank at Marshall: _____

Years in Current Rank at Other Regionally Accredited Institutions: _____

Total Years of Service at Marshall: _____

Area(s) of Exemplary Performance:

Check one or both

- Teaching
- Research & Scholarly Activity

Brief Summary Highlighting Areas(s) of Exemplary Performance:

Signature: _____ Date: _____