

I. Department Standards

Include a copy of the Department RTP Standards. These standards will be used by all levels, including the Dean, Provost, and President, to assess your contributions to the achievement of high-quality learning environments.

II. Curriculum Vitae

Each discipline will have its own standards for the presentation of contributions in the area of teaching, scholarship, and service. Please make sure your c.v. follows disciplinary guidelines. However, a non-specialist should be able to access and verify the forms of scholarship and creative activity on your c.v. See attached curriculum vitae guidelines.

III. Narrative

- A. Teaching philosophy.** Teaching is a reflective practice aimed at constant improvement. Be sure to include the goals you set for your students and how you help students to achieve those goals in your narrative. You may use the Seven Principles for Good Practice in Undergraduate Education to guide your response. No more than five pages please.
- B. The integration of teaching and scholarship.** In one page, please explain how your teaching and scholarly interests relate to and support one another.

IV. Data and Interpretation

A. Teaching and related activities:

1. Summary of Student Evaluations of Teaching (Part I). Include a copy of the summary sheet for each course evaluated since your last review. Please group evaluations of different sections of the same course together.
2. Summary of Student Evaluations of Teaching (Part II). Please provide a narrative (1 page) summary of the student comments (from Part II of the SET form) you have received since your last review. This narrative should focus on identified strengths and weaknesses in your teaching, particularly those noted in more than one course.
3. Summary of Peer Evaluations of Teaching. Please provide a narrative (1 page) summary of the peer evaluations you have received since your last review. This narrative should focus on identified strengths and weaknesses in your teaching, particularly those noted by multiple evaluators.
4. Reflections on SETs and Peer Evaluations. Please provide a narrative (1-2 pages) reflection of the evaluations of your teaching provided by students and peers. What have you learned from the evaluation process? What changes have you made in your teaching as a result of these evaluations?
5. List of Courses Taught at CSUC. Please use format below.

Course Number	Course Title	Year/Semester Taught	New Course? Y/N	New Syllabus? Y/N

B. Research, scholarship and creative activity:

This section should not be completed with a copy of your C.V. Please provide information about publications, creative activity, etc., since your last review. In other words, list work that has not yet been reported in your dossier.

Those applying for tenure should provide a complete list of activities since arriving at Chico State.

Those applying for promotion should provide a complete list of activities since the last promotion.

1. Provide a list of your publications, including on-line publications. For articles, be sure to indicate whether or not each was peer reviewed. Provide the volume and page number of all articles. For on-line articles, provide the appropriate html to retrieve.

2. Provide a list of performances, openings, and/or shows. Be sure to provide full information about the venue and give a citation for any published reviews.
 3. Provide a list of grant and contract work. It is important to indicate whether or not the grant and/or contract work represents, or will result in, a form of scholarship.
 4. Provide a list of other activities as specified in your department's RTP standards.
- C. Service to the department, college, university, profession, and/or community.**
Please provide a list of your service activities since your last review. Use your department's RTP standards to determine what activities should be included.
- D. Contributions to the strategic plan and goals of the department/unit, college, and university.**
Please provide a summary of your activities in this area.

NOTE: These suggestions are grounded in the FPPP. See sections 5.5 - 32.3.

V. Index: Support Materials

Please provide an index of support materials kept on file in the department office.