

## **INTRODUCTION AND SUGGESTIONS FOR VITA PREPARATION 2025-2026 COLLEGE OF SCIENCES AND HUMANITIES**

The following suggestions are included to assure that all candidates have the same understanding of what is required in material submitted to the Department and College Promotion and Tenure Committees. Questions should be directed to the Chair of the Department Promotion and Tenure Committee, the Chair of the College Promotion and Tenure Committee, or the college Associate Dean that oversees promotion and tenure. The content of the P&T Vita must be uploaded to the approved electronic submission platform, currently Faculty Success (Digital Measures).

Work accomplished since hiring or since last promotion should be clearly delineated. Upload the vita used for the most recent promotion into the electronic workflow provided

Use “BSU Promotion CV” in Faculty Success to create your CV. The following section numbers refer to the output CV.

### **Faculty Information**

Sections 1-4: Permanent data such as highest degree and major are mass-loaded by VPAA. Update the information in Sections 1-4 as needed.

### **Narratives**

Briefly describe your primary role in the department and the university and upload the statement to the corresponding section of Faculty Success. (You are also asked to define more clearly your activities in the areas of teaching; research, publication, creative endeavors, or other scholarly productivity; and service in a professional capacity in other subsections). Please note that the suggested limit for each of these descriptions is **one page**. Relevant portions of university policy for “Evaluation of Teaching,” “Evaluation of Scholarship, Publication, Creative Endeavors, or Other Scholarly Productivity,” and “Evaluation of Service” can be found in the College Promotion and Tenure Document.

**Teaching Narrative:** Present an overview of your role as a teacher. For example, is your main responsibility that of coordinating several courses, teaching large core curriculum classes or major’s classes, counseling, or supervising graduate work? How does the evidence you presented support your excellence in teaching?

**Scholarship Narrative:** Present an overview of your creative, scholarly activities. These activities can be independent or collaborative. Such activities can include the scholarship of discovery, integration, application, and teaching. Generally, this takes the form of appropriate peer reviewed publications, presentations or exhibits, performances, other creative endeavors, and grant proposals. In this statement you can indicate the aspects of your work which should be evaluated as scholarly or creative productivity or creative endeavors and how results were disseminated and evaluated. Dissemination through refereed publications, presentations, exhibitions, and other recognized professional formats should be described.

**Service Narrative:** You are asked to present an overview of your activities which provide service in your professional capacity to the university, professional organizations, and the state, national and international communities. The significance of exceptional activities should be communicated.

## Teaching

You must submit documentation of teaching excellence and outstanding accomplishments. These materials should be uploaded to the appropriate section of Faculty Success.

Include means and/or medians (dependent on department preferences) for each question from student ratings for each evaluated course for each year within the vita. Use tables to present this information (see attached model tables) and upload them as a single file. Course evaluations should be presented separately for each course using the “Comprehensive Report (Course) option in IOTA) where student comments are included in full.

You should provide one peer or chair evaluation of teaching per year during tenure track for promotion to Associate Professor and granting of Tenure and a **minimum** of one peer or chair evaluation of teaching per three years following granting of tenure when applying for promotion to Professor.

The college committee often will request grade distributions. Candidates are encouraged to upload a single table showing grade distributions by course and semester.

Candidates should also include sample course materials (syllabi, exams, assignments, lectures) and innovative teaching examples (immersive learning projects, new course development, mentorship activities) that showcase excellence or continued excellence in teaching.

## Scholarship:

Funded grants (and contracts) are uploaded to Faculty Success by SPA. Grants that are teaching and/or service in nature should be cross-referenced in other categories when needed. Information should be annotated to ensure the following are included: title of the grant, funding source, other contributors to proposal writing or completion of the work outlined in the grant, date of application, date awarded, amount requested, amount funded by the agency, and term of the grant. External versus internal and funded versus not funded grants should be clearly indicated.

Supporting documents for publications should be uploaded with links. Books and other non-digital items should be made available in the Dean’s Office.

Collaborative activities must be clarified. Indicate your precise role in co-authored/partnership endeavors such as, course and program development, publications, presentations, grants, service, and other activities which were the result of collaboration with colleagues or students.

Where feasible and appropriate include contextual information, e.g., hours invested, preparation, substantive contributions in major projects, percentage contribution to a multi-author publication or grant. Indicate assigned time specifically designated for the project. A separate narrative outlining this information can be uploaded within the digital platform if sufficient fields do not exist to accommodate the contextual information.

Any scholarly activity which should appear in more than one section of the vita should be elaborated upon in the most appropriate section and cross-referenced to other sections using a separate narrative.

If a work has not yet appeared in print but has been accepted for publication, upload the supporting materials as well as a letter from the editor or appropriate individual of a press, journal, or electronic medium documenting its acceptance for publication. Scholarly work listed in this section should be completed and accepted for publication. That is, work should be in the production stage (e.g., only copyediting or minor revisions remain). Work under review or in progress should be designated as such and should also be accompanied by supporting materials.

Wherever appropriate, include the quality and acceptance rates of journals in which works are published. Use limited and appropriate metrics to demonstrate journal and scholarship quality. If the work is not published in a standard outlet, for example a publication in a conference proceeding, specify the rigor and process for review.

**Service:**

Clearly distinguish between service to professional organizations and professional service to the general community. Only report service activities that relate to your role as a faculty member and not those that only related to your personal endeavors.

**Overall:**

For candidates for promotion to professor, departments should attempt to garner at least one external reviewer who has not worked with the candidate. Reviewers should preferably be full professors at similar ranking institutions.

Respect the privacy of students, collaborators and colleagues whose work you review when placing materials in the supplemental file. Do not include names, ID numbers or other identifying information.

**A final note:**

Please keep in mind that your curriculum vitae and supporting materials will be read by members of the College Promotion and Tenure Committee who will reading many others as well. They are looking particularly for evidence of good teaching, evidence of scholarship reviewed by peers external to Ball State, and evidence of service in a professional capacity that contributes to the work of the university or to one's profession and community. Remember, though, that service or any other category will not by itself qualify a faculty member for tenure or promotion. The most effective vitae have been concise and have focused on relevant material representing the three areas in which we are all active. Vitae that contain large quantities of minor information and voluminous documentation of minor activities often do not make a positive impression.

**College of Sciences and Humanities**  
**Promotion and Tenure CV Teaching Evaluation Table Sample**

Teaching evaluation data should be summarized in table form. Summaries should include each university core question for each course or section reported to the department in each semester (departmental questions may also be included). The data should be reported as means and/or medians (dependent on department preferences). Summaries should include the number of respondents and number of enrollees for each course reported. Please refer to the sample table below for guidance.

**A key to the university and department questions should be included before the presentation of tables. Keep column spacing neat, but close enough together to allow multiple semesters per table.**

**Course Prefix, Course No., Short title**

<b>Questions</b>	<b>Spring 2019 (e = 20; r = 14) (Mean)</b>	<b>Spring 2021 (e = 20; r = 15) (Median)</b>	<b>Spring 2023 (e = 20; r = 15) (Mean/Median)</b>
UQ1	4.38	4.82	4.31/4.43
UQ2	4.63	4.82	4.17/4.32
UQ3	4.86	4.75	4.19/4.40
UQ4	4.80	4.75	4.56/4.68
UQ5	4.72	4.82	4.17/4.36
UQ6	4.72	4.82	4.47/4.55
DQ1	4.72	4.86	4.23/4.32
DQ2	4.72	4.75	4.14/4.25
DQ3	4.80	4.88	4.31/4.41
DQ4	4.72	4.88	4.00/4.15
DQ5	4.80	4.88	4.31/4.40

**KEY: e = number of students enrolled; r = number of respondents**

*Approved by the 2024-2025 College P&T Committee – March 21, 2025*