

CBA Post-Tenure Review Template Handout

Please place all available information in appropriate folder. If you cannot determine proper location, please contact your chair for advice. The performance summaries should tabulate information found in individual annual reports and highlight important achievements. Some insight can be obtained from the TAMUK Checklist for Promotion/Tenure Portfolio found at <https://www.tamuk.edu/~tj002/tw1830td/> (G)2.5 (i) Growth, and 4.) Non-Teaching Activities Supportive of University Program

- Include the your response to the Evaluation Narrative
- Include the Proposed Weights of the four performance categories, as well as activities.

Within the Summary of Accomplishments for Review Period pages:

Before "Year 5" create a section titled "Statement of XXXX Philosophy" and include in the Summary.

- For instance on the "Summary of Accomplishments for Review Period" you would find "Statement of Teaching Philosophy"
- Within each XXXX Summary, if certain activities exist in more than one year, see "See Year Y (the most recent year in which you engaged in the given activity)" discussion of activity in that year, mention the years of when that activity occurred.

- Include a copy of the article in print, an electronic copy of the “EarlyCite” version of the article, or accepted manuscript, with preference given to the final document.
- Note: It is unlikely that there will be any Juried item within your packet.
- Include documentation of the review process for refereed proceedings.

Nonrefereed Publications/Refereed Juried Activities/Proceedings

- Include a listing of the items, in reverse chronological order, along with information on journal impact and acceptance rates. If the article has not yet been published, include the acceptance letter.
- Include a copy of the article in print, an electronic copy of the “EarlyCite” version of the article, or accepted manuscript, with preference given to the final document.
- Note: It is unlikely that there will be any Juried item within your packet.
- Include information on how your manuscript was chosen for inclusion.

Honors/Awards for Scholarly or Creative Activities

- It is unlikely that creative activities will be listed.

Grant Activity

- Include grant activity

- Include roles on the Board of Directors/Leadership team of professional organization
- Include positions on editorial board of organization's journal, including editor, associate editor and reviewer (when relevant), including a listing of manuscripts reviewed, review, and acceptance/rejection decision.

Attendance/Participation at Professional Meetings

- Include the conference, title of position, title of session, and manuscripts reviewed (as relevant)
- Include meeting activities such as: Track chair, program committee membership, session chair, and discussant roles
- Include any documentation of discussant activities

Continuing Professional Development Activities

- Include other professional development activities such as a.) Courses and b.)

- Include being faculty advisory to a TAMUK-affiliated student organization
- Include academic advising that is above and beyond the normal scope of duties as a university