

Advancement for Term Faculty

College of Veterinary Medicine

10-25-19

Eligible faculty and staff of the College of Veterinary Medicine (CVM) may submit their credentials for review for advancement as outlined in the University Faculty Handbook (5.4.1.3), the College Governance Document (6.5), and the Departmental Governance Documents. The portfolio should be submitted on or before the requested deadline for submission and should be submitted in **both** an electronic copy in a book-marked pdf file and a corresponding tabbed hard copy of your portfolio. The candidate is responsible for the formatting, accuracy, and content of the portfolio. The areas of portfolio content listed below will vary depending on the type of Term Faculty appointment as described in the University Faculty Handbook 3.3.2.2.

The portfolio should be organized/formatted as follows:

- Advancement Cover Sheet (Complete sections 1 -7) see attached format
- Quantitative Summary of Productivity at ISU – see attached format

- Tab 1 – CV
- Tab 2 – PRS statements (which were in place during the review time frame in the current position)
- Tab 3 – Annual reviews written and submitted by the department chair
- Tab 4 – Portfolio narrative (no more than 10 pages)
- Tab 5 – Appendices (supporting materials)

Suggested Portfolio Content Summary:

1. Advancement cover sheet (Sections 1-7)
2. Quantitative Summary of Productivity at ISU
3. An updated and accurate CV
4. All PRS statements generated during the contract period
5. All annual reviews from the department during the last 3 annual review cycles
6. Portfolio Narrative (*The narrative should not exceed 10 pages total; supporting documents are placed in appendices*)

The portfolio narrative section is an opportunity to document and explain the various aspects of professional activities and effort within the review period, and should align with the PRS. The narrative should include statements of goals and philosophies for teaching* (up to 1 page), professional practice (up to 1 page), institutional service (up to 1 page), and scholarship (if applicable from your PRS; up to 1 page). Additional portfolio pages should document the impact and accomplishments in each PRS category.

(*The Center for Excellence in Learning and Teaching (www.celt.iastate.edu) has information to assist in preparation of a statement for teaching philosophy and a teaching portfolio).
The following are outcome measures and impacts that may be **summarized** and provided in the narrative as appropriate:

Documentation, evidence, and impact of professional practice activities

- Peer reviews of clinical practice activities
- Innovative or unique contributions to the clinical professional practice
- Client and referring veterinarian responses/reviews/evaluations
- Summary comments from supervisors indicating impact of the individual (letters, if needed, included in appendices)
- On duty clinic (weeks of “on the floor” clinical service), diagnostic duty, or other related professional practice schedules
- Individual faculty member and service numbers for case accession/year and revenue generated/year for the period under review
- Documentation of effectiveness and competency in professional practice
- Impact in your discipline, such as offices held, memberships, contributions to professional societies (program chair, documents, policies created, etc.)

Documentation, evidence, and impact of teaching activities (include years under review for advancement)

- Tabulation of graduate students, house officers/residents, or interns trained and whether they were successful in obtaining their board certification or advanced degree if applicable
- Tabulation of student reviews comparing candidate, department, and college data for didactic presentations (teaching evaluations)
- Tabulation of student reviews comparing candidate, department, and college data for clinical rotational teaching activities (teaching evaluations)
- Innovative or unique contributions to teaching
- Brief student comments may be used to illustrate changes made in response to comments and/or positive impacts and outcomes (in portfolio or may be used in the appendices)
- Peer review document of didactic student presentations
- Peer review document of clinical rotational teaching activities
- Reviews of the candidate’s teaching effectiveness by graduate students, post-doctoral students, residents, or interns

Note: it should be clear to the committee how much teaching the individual does in clinical and didactic courses, whether the courses are core or elective courses, and how effective the individual’s contributions are in that course. *Effectiveness* in teaching should be demonstrated.

Documentation, evidence, and impact of Outreach activities

- Quantity of invited lectures and presentations
- Audience of invited lectures (i.e. local, national, international)

Documentation, evidence, and impact of scholarly activities

- Tabulation of granting activities (both awarded and applied for), and contributing role
- Tabulation of published peer reviewed manuscripts indicating authorship and impact factors
- Tabulation of manuscripts which are accepted for publication or are in press
- Role in authorship of manuscripts (primary/principle author, mentor, etc.)
- Tabulation of manuscripts that have been submitted for peer review publication
- Tabulation of textbooks, book chapters and proceedings
- Collaboration efforts including joint authorships
- Other publications, such as abstracts, proceedings, newsletters, book chapters (may be related to teaching, research or professional practice), etc. that are not included in the above
- Current impact of the manuscripts and presentations, such as measurable outcomes and milestones, innovation, knowledge gained, and plans for future research/scholarly activities

Documentation, evidence, and impact of department/college/university service and citizenship

- Evidence of supporting the university, college and department mission and activities
- Evidence of supporting the collegiality standards of the university, college, and department
- Tabulation of committee service and key committee accomplishments
- Evidence of citizenship within the department and college

Summary statement highlighting professional accomplishments and specific goals aligned with the PRS, including a work plan of the subsequent years during progress towards advancement, if applicable.

7. Appendices (supporting materials)

Supporting documents should be critical materials to demonstrate effectiveness in teaching and competency in professional practice. Examples of documents include: individual teaching evaluations, syllabi prepared for courses, creative teaching materials, client evaluations, documentation of case numbers/income, materials prepared for continuing education offerings, peer evaluations for teaching or professional practice effectiveness.

COVER SHEET FOR ADVANCEMENT OF TERM FACULTY

College of _____

1. Full Name:
2. Current Faculty Rank:
3. Date of Current Faculty Rank:
4. Primary Department:
5. Secondary Appointments (departments or programs):
6. Proposed Action:
7. Campus Address:
8. Highest Degree Earned:

Degree	Institution	Date	Field
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9. Voting record on this recommendation: (Include those that apply and account for all eligible voters in each category)

Departmental Committee (totals)	Yes	_____	No	_____	Abstain	_____	Absent	_____	On Leave	_____
Department Faculty (totals)	Yes	_____	No	_____	Abstain	_____	Absent	_____	On Leave	_____
Department Chair	Yes	_____	No	_____		_____		_____		_____
College Committee	Yes	_____	No	_____	Abstain	_____		_____		_____
Dean	Yes	_____	No	_____		_____		_____		_____

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Quantitative Summary of Productivity at ISU

The goal of this summary is to provide Advancement Committees a concise consistent quantitative overview of candidates from each College. The candidate is responsible for completion and accuracy. These tables will be expanded as to outcomes and performance in your Advancement overview.

PRS Assignment

Responsibilities	% of Effort	If Change: Year and %
Teaching/Advising		
Research		
Professional Practice		
Extension		
Administration (Title:)		
Institutional Service		
Other Specify:		

Teaching -Since initial appointment or since last promotion:

Dept Course #	Course #	Title	Credits	# Semesters or Rotations/Year*	#Students/course or rotation

*Indicate # of semesters or rotations taught per year and indicate after # as S= semester or R= rotation for each course

Advising (at ISU since appointment or last advancement)

Graduate Advising

	PhD Students (name, year)	MS Students (name, year)
Major Professor		
Committee member		
Total		

Professional DVM advising (residents, Interns)

	Resident (name, year)	Intern (name, year)
Primary Advisor		
Section member advisor		
Total		

Veterinary Student Advising

Year		Faculty Advisor	Summer Scholar	Student Organization
	#DVM students			

Undergraduate Advising

Year		Faculty Advisor	Honors Scholar	Student Organization
	#students			

Professional Practice

Year/total hours	Hours/yr with veterinary students	Hours/yr without veterinary students

Total professional practice (clinical, diagnostic) hours per year = hours per week multiplied by duty weeks per year) since the last promotion or advancement

Scholarship and Research

For table summary, list numbers in each category. The listing is based on work performed at ISU since appointment or last advancement, whichever is related to this advancement. Major conferences defined as those having national or international attendance.

Scholarly Products and Number during this Promotion Period

Authored Books	
Authored Textbooks	
Edited Books	
Book Chapters	
Refereed Journal Articles	
Non-Refereed Journal Articles	
Reviewed/Refereed Proceedings for Major Conferences	
Non-Refereed Proceedings/Abstracts (e.g. for stakeholders, association meetings, newsletters)	
Presentations – National Conferences	
Presentations – International Conferences	
Invited Presentations at National/International Conferences or Institutions	
Presentations for stakeholders, local audience (e.g. ISU, Iowa groups, 4H)	
Other (specify)	

Total Grants during this review period

Grant type	Total	Direct (no indirect)
Internal Research Grant	\$	\$
Sponsored Research Grant - PI	\$	\$
Sponsored Research Grant – Co-I	\$	\$
Other (add as needed)	\$	\$