



College of Education

5-Year Periodic Performance Review Process and TMS

1. The Dean's Office sends an email notification to all COE faculty who are due for 5yr PPR with cc:to the relevant department chairs by September 10th.
2. Department Chair (with candidate input) appoints the Department Review Committee (three tenured faculty) following ISUPP 4010 policy guideline. (The Department Chair is not eligible to compose hers/ his own committee as per ISUPP 4010. In the event that the Department Chair is undergoing PPR, the Associate Dean of the CoE will serve as the "Unit Director").
3. Candidate uploads a) annual evaluation, b) current CV, and c) a three-page summary of their teaching effectiveness, research/scholarship activities, and service to BOX Folder.
4. Department chair provides the department review committee access to the candidate's review materials in the BOX Folder.
5. The department review committee, upon review of the submitted materials, submits a report to the Chair and the candidate within ten (10) working days either that the candidate "meets expectations" or that a "performance plan is recommended." The committee substantiates their performance plan recommendation in writing. (If the department committee recommends a performance plan, the candidate has ten (10) working days to request an extended review before a performance plan is initiated.
- 6a. Department chairs complete the candidate's normal faculty annual review, including the performance rating in TMS. Based on a review of current annual evaluation, candidate's materials submitted for 5yr PPR, and departmental committee's recommendation, the chair also provides a 5yr PPR to be uploaded as an addendum in TMS to the faculty annual evaluation. The addendum should address the sustained productivity of the faculty member, as defined by the scope of responsibility specified by the contracts in force during the evaluation period. (See ISU Five Year Review Policy, ISUPP 4010 for additional information.)
- 6b. If the chair recommends a performance plan, the candidate has ten (10) working days to request an extended review before a performance plan is initiated. (In the event that an extended review is requested the process will follow what is recommended in ISUPP 4010 section F).
6. Chairs make the annual faculty evaluation along with the 5 Yr PPR addendum available to the faculty member and to the dean or dean's designee via TMS.

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7. The faculty member has five (5) working days to respond via TMS to the annual evaluation or 5yr PPR addendum, or both. The faculty member's response will accompany all documents forwarded to the next level of review, the Dean's Level.

Appendix B
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Five Year Faculty Review Template

This template should be filled out by the faculty member under review. In addition, you may include a folder with any supporting documentation that might be helpful in this review (e.g., course syllabi and other relevant instructional materials; copies of published articles, books, or papers presented; and any other material that support the sections below). Review the ISUPP # 4010 regarding Five-Year Review. Please process all responses.

Department:_____

Date_____

Name:_____

Rank:_____

ISU College of Education Employment History

a). Date of first employment with the COE:_____

b). When did you receive tenure?:_____

c). When was your last promotion?:_____

Teaching: Write a narrative of your teaching accomplishments* within the last five years (1 page).

Research: Write a narrative of your research and scholarship accomplishment* within the last five years (1 page).

Service: Write a narrative of your service accomplishment* within the last five years(1 page).

*Address how accomplishments support the mission of the department, college, and university.

Curriculum Vitae: Recommended structure of the curriculum vitae (see Appendix C).

Electronic Folder: In the folder provided you will include the following:

- a) Annual evaluations for the review period
- b) Narrative of your teaching, research, and service
- c) Curriculum Vitae
- d) Any supporting documentation you feel is relevant to the review

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Appendix C: Recommended Curriculum Vitae Format

Directions: Major headings are required. Subheadings are recommended. Use these headings to section the vita if you are reporting accomplishments in those areas.

Use of the headings and order listed here is required to assure that all candidates' vitae are formatted in the same way. If you have any questions about what items should be listed for any of the headings, consult your Department Chair. For all items listed under each heading, documentation must be provided in the Documentation Portfolio.

In all categories, please list all information in reverse chronological order.

I. INTRODUCTION

Name:	Date:
Idaho State University	
College:	Phone:
Department:	Email:
Address:	
Address:	

II. GENERAL DATA

A. Education

(May reorder table to align with possible variations in reverse chronology.)

Institution	Field of Study	Doctoral Degree	Date
Dissertation citation			
Institution	Field of Study	Master's Degree	Date
Thesis or paper citation			
Institution	Field of Study	Bachelor's Degree	Date

B. Employment

(List all changes in position or title at a given institution. Add or delete rows as needed.)

Place	Position/Title	Time Period

III. TEACHING

A. Courses Taught (indicate if distance education or delivered via technology.)

B. Teaching Awards, and Other Distinctions (List all awards, distinctions, etc. and year received in reverse chronological order.)

C. Instructional Materials

1. Textbooks Published
2. New Courses Developed & Update of Curriculum
3. Curriculum Development Projects
4. New Programs Developed
5. New Course Materials
6. Collaborative Efforts with Colleagues to Improve Teaching
7. Scholarly Papers Published on Teaching in Your Field

D. Supervision Activities**E. Advising Activities**

F. Doctoral Dissertation Committees (Include names of students; dates of service; indicate if dissertation chair or member.)

G. Master's Thesis Committees (Include names of students; dates of service; indicate if thesis chair or member.)

H. Master's Project or Case Study Committees (Include names of students; dates of service; indicate if project or case study chair or member.)

I. Other

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IV. RESEARCH AND CREATIVE ACTIVITY

A. Publications (Citation format must follow APA style; place ERIC identifiers with items wherever it appears; do not duplicate.)

1. Books
 - a. Scholarly Books Published
 - b. Scholarly Books in Press
 - c. Scholarly Books submitted for review
2. Edited Volumes
 - a. Edited Volumes Published
 - b. Edited Volumes in Press
 - c. Edited Volumes Submitted for Review
3. Textbooks (Commercially Published K-12 Instructional Materials)
 - a. Textbooks Published (should also be listed in section III. D. 1.)
 - b. Textbooks in Press
 - c. Textbooks Submitted for Review
4. Chapters in Books
 - a. Chapters of Books Published
 - b. Chapters of Books in Press
 - c. Chapters of Books Submitted for Review
5. Refereed Journal Articles
 - a. Refereed Articles Published
 - b. Refereed Manuscripts in Press
 - c. Refereed Manuscripts Submitted for Review
6. Refereed Monographs or Proceedings of Scholarly Meetings
 - a. Refereed Monographs or Proceedings Published
 - b. Refereed Manuscripts or Proceedings in Press
 - c. Refereed Manuscripts or Proceedings in Press
7. Non-Refereed Articles or Proceedings and ERIC Documents
 - a. Non-Refereed Articles or Proceedings Published
 - b. Non-Refereed Manuscripts or Proceedings in Press
 - c. Non-Refereed Manuscripts or Proceedings Submitted for Review
8. Creative Activities and Products
9. Technical Report, Government or Final Reports of Funded Grants & Contracts
10. Audiovisual, Electronic & On-Line Media
11. Book or Media Reviews Published
12. Student Handbooks/Study Guides & Self-Published Materials
13. Articles in Magazines, Newspapers, & Newsletters
14. Scholarship in Progress & Unpublished Manuscripts

B. Grants and Contracts

1. List grants and contracts that you have directed as principal investigator, director, and/or co-principal investigator. Note principal investigator, director, and all co-principal investigators on grants & contracts; title; agency; purpose of research; funded amount; dates; specify if grant was refereed.
 - a. External Grants
 - b. Internal Grants

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2. List grants you have applied for and are either under review or were not funded. Note principal investigator, director, and all co-principal investigators on grants and contracts; title; agency; purpose of research; funded amount; dates; specify if grant was refereed. Specify if under review or unfunded.
 - a. External Grants
 - b. Internal Grants
3. Grant Review Team Member

C. Presentations of Papers/Major Speeches (Scholarly Presentations at Professional Meetings/Conferences not previously listed above)

1. Refereed Scholarly Papers at International Conferences
 - a. Refereed Papers Presented
 - b. Refereed Papers Presented at a Poster Session
 - c. Refereed Papers Submitted for Review
2. Refereed Scholarly Papers at National Conferences
 - a. Refereed Papers Presented
 - b. Refereed Papers Presented at a Poster Session
 - c. Refereed Papers Submitted for Review
3. Refereed Scholarly Papers at State or Regional Conferences
 - a. Refereed Papers Presented
 - b. Refereed Papers Presented at a Poster Session
 - c. Refereed Papers Submitted for Review
4. Major Speeches (Indicate keynote, plenary address, invited speech, etc.)

D. Honors and Awards Related to Research (Provide all relevant details.)

V. SERVICE

A. Service to the Discipline

1. List offices held in national, regional, local organizations associated with your professional field; indicate dates of service.
2. Current Professional & Academic Association Memberships
3. Publications Board Member or Reviewer
4. Editorial Reviewer
5. Professional Development Presentations at Professional Meetings/Conferences
6. Committee Work at National Levels

B. Service to State—Committee Work and Leadership at State Level

C. Service to the University

1. University Committee Work and Leadership
2. Graduate Faculty Representative

D. Service to the College, Department, and Program

1. College Committee Work and Leadership
2. Department Chair
3. Department/Program Committee Work and Leadership
4. Program Coordinator, Leader, or Director

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5. Department/Faculty Mentor
6. Advisor for Student Organizations and Other Student Services
7. Graduate Faculty Representative

E. Service to the Community

1. Community Committees, Councils, boards, etc.
2. Professional Leadership
3. In-service Courses and Workshops to Schools
4. Professional-Related Consulting
5. Community and Continuing Education Courses
6. Professional Speaking to Civic or Business Groups
7. Other Professionally Related community Service

F. Honors and Awards Related to Research

VI. PROFESSIONAL DEVELOPMENT

1. Conferences, workshops, webinars, etc. that contributed to candidate's knowledge and skills in areas of professional responsibility
2. Completion of Job-Related Professional Development Courses