I. Approximate Schedule

By May 15: P&T committees appointed (meet with candidate a.s.a.p. to determine more exact schedule).

By Aug. 1: External references chosen. CV and teaching portfolio to P&T committee members.

By Aug. 8: Comments on CV and teaching portfolio to candidate from P&T committee members. Meeting of candidate and committee to discuss papers to be sent out.

By Aug. 15: Request for external letters out (as soon as the CV is ready, and no later than the 15th).

Note: The package that goes out to the external referees includes a cover letter which includes a request for a short bio from the referee, the candidate’s CV, and copies of publications. The teaching portfolio and executive summary are not sent. The cover letter is written by the director and must include the text given in the T&P instructions from the provost’s office.

By Sep. 1: Teaching portfolio, CV, and executive summary to P&T committee members.

By Sep. 15: Deadline for receipt of external letters. Suggestions for improvement of teaching portfolio, CV, and executive summary from P&T committee members to candidate.

By Sep. 30: Deadline for committee report on teaching and citation index.

Oct. 1: Complete package available for faculty inspection.

By Oct. 14: Faculty meeting for discussion, balloting.

Oct. 15: To Dean of COEA.

Nov. 15: To Provost.

II. Candidate To-Do List and Responsibilities

Provide P&T committee with:

1. Names of six external references (suggest contact prior to identification to insure reference is available and willing to write on candidate’s behalf)—see Choice of References below.
2. List of all courses taught, both undergraduate and graduate. (Class enrollment lists that include final grades given and indication of which students are still enrolled at WSU will be obtained with help of Ruby and Patricia.)

3. Names of graduate student advisees with dates of completion or expected dates of completion and level (MS thesis, MS project, PhD).

4. Names and addresses (or e-mail addresses) of:
   (a) graduate student advisees who have completed degree;
   (b) six undergraduate students working in field with as much grade diversity as possible.

   **Note:** Patricia and Ruby can help with obtaining addresses.

5. List of all refereed publications.

6. Complete CV, including citation index if candidate chooses to do one—see Citation Search below.

7. Unsolicited letters (e.g., letters of commendation), other artifacts (e.g., newspaper articles).

8. Complete teaching portfolio, excluding items to be obtained by committee; include your student evaluation print-outs but not the forms submitted by the students with their comments.

9. Executive summary of accomplishments covering (1) research, (2) teaching, (3) service, and (4) honors and awards.

   **Note:** (a) 1-5 should be provided to the committee members a.s.a.p., preferably at the first meeting with the candidate; (b) 6-9 should be provided to the committee members before Sep. 1.

III. P&T Committee To-Do List and Responsibilities

1. Choose four references from candidate’s list of six.

2. Identify four other references.

3. Interview five students including 3 undergraduate students (when possible, top, average, and poor) and 2 graduate students (when possible, MS and PhD). These students should include those who have taken courses from or been advised by the candidate. The purpose of these interviews is to ascertain the quality of the candidate’s teaching skills, including teaching in a lecture or lab format, advising undergraduate students, and guiding graduate students (for example, teaching them how to write papers and present conference papers). Results of interview will be summarized in committee report.
4. Obtain letters from five students (4 under/1 grad, 3 under/2 grad) who have finished their degrees and are working in their fields. The purpose of these letters is to evaluate the candidate’s impact on students once they have graduated and have been working in their fields of study. At this time they are more capable, presumably, of evaluating the impact a teacher has made on them, again not just in the classroom but in terms of the guidance and advice given them. Letters will be part of the package.

5. Attend one lecture and write memorandum (each committee member) on teaching effectiveness. Memoranda will be part of the package.

6. Write committee report summarizing teaching evaluation (3-5 above). This report will be part of the package.

7. Critique teaching portfolio, CV, and executive summary—i.e., make suggestions for improvement.

8. Prepare citation index. This will be part of the research package. See Citation Search below.

IV. Choice of References

When possible, references should be full professors or their equivalent in industry, laboratories, or government agencies; highly-respected; editors or associate editors; Fellows; leaders in their field; from respected institutions; in the same specialty area as the candidate or capable of evaluating the candidate’s contributions.

Candidate will choose six individuals. Committee will choose four of these and determine four others. One suggestion for choosing the latter four references is by contacting references on the candidate’s list and soliciting their recommendations.

V. Citation Search

The committee will do a citation search of the publications listed in the candidate’s CV. Co-authored (candidate not first author) papers will be included, but self-citations (see note below) will not. Only refereed journal publications included in the standard citations index will be used. The citation index will be placed in the research section of the P&T package and will be made available to the candidate.

If the candidate desires, he or she can do a separate citation search with explanations for citations not included in the index created by the committee (for example, citations from conference proceedings not available in the citations index). This citation index should be included in the candidate’s CV.

Note: What are considered to be self-citations is complicated by the possibility of multiple co-authors. The way this will be handled is the following: If Broschat and Schneider 1985 cite Broschat and Schneider 1984, it’s counted as self. However, if Smith, Jones, Hastings, and
Broschat cite Broschat and Schneider, it’s not counted as self. If the first authors are the same (Broschat and Jones cite Broschat and Schneider), it’s counted as self. If authors are permuted (Broschat and Schneider cite Schneider and Broschat), it’s counted as self.