

Report to the TCU Faculty Senate

Tenure, Promotion and Grievance Committee

May 3, 2001

Revision of the TCU Vita Format

The Tenure, Promotion and Grievance Committee reviewed the existing TCU Vita Format (Appendix A) to determine if a revision would reflect several important quantitative teaching accomplishments of the faculty. The revised TCU Vita Format is posted in Appendix B. A summary of the significant revisions follows:

Item Number	Prior TCU Vita Format	Revised TCU Vita Format
1 – 10	No revision	No revision
11	No revision	New Item and the prior Item 11 now becomes Item 17
12	Change TCU/RF to TCU/RCAF	New item and the prior Item 12 now becomes Item 18
13	Revised to include Honor theses and graduate project reports	Remains as Item 13 but includes Honor theses and graduate project reports
14	Revised section e. ... meetings which involve ... revised to ... meetings that involve ...	Now becomes Item 19
15	No revision	New Item and the prior Item 15 now becomes Item 20.
16	Deleted	New Item and the prior Item 16 is deleted
17	No revision	No revision. Now becomes Item 21.

18	No revision	No revision. Now becomes Item 22.
19	No revision	No revision. Now becomes Item 23.
20	No revision	No revision. Now becomes Item 24.
21	No revision	No revision. Now becomes Item 25.
22	No revision	No revision. Now becomes Item 26.
23	Revise ... those in 14) ... to ... those in 19)	Now becomes Item 27.

Appendix C shows how the information requested in the new Items (specifically, Items 11, 12, and 14) could be organized and presented.

Appendix D shows the revised TCU Vita Format consistent with that in Appendix A.

Recommendations for Future Consideration:

1. The Tenure, Promotion and Grievance Committee sincerely wanted to include an Item that would summarize quantitative information from the TCU Student Perception of Teaching (SPOT) evaluation system. However, because the SPOT forms are not standardized throughout the University, it was concluded that the inclusion of this data would not be valid or meaningful. Should TCU adopt a single standard SPOT evaluation form, the Tenure, Promotion and Grievance Committee recommends that the following Item be incorporated in the TCU Vita Format:

Student Perception of Teaching (SPOT) semester overall average (numeric) and the average for the “compared to all other instructors in the college/school/program” rating (include course number, title, semester, year, and indicate if the course was taught off-campus or via the Internet)

A viable point of insertion for this recommendation in the revised TCU Vita Format posted in Appendix B would be between Items 14 and 15.

2. The Tenure, Promotion and Grievance Committee seriously discussed the topic of faculty teaching portfolios and the impact they would have on the TCU Vita Format. However, since TCU faculty teaching portfolios are not presently required, the Tenure, Promotion and Grievance Committee decided not to include a new Item in the revised TCU Vita Format that addresses this topic. Nevertheless, the Tenure, Promotion and Grievance Committee strongly recommends that the issue of requiring (or not requiring) TCU faculty teaching portfolios be engaged and resolved by the TCU Faculty Senate next year.

Respectfully submitted,

The Tenure, Promotion and Grievance Committee of the TCU Faculty Senate

Thad Duhigg, Art
Ron Flowers, Religion
Sally Fortenberry, Design, Merchandising & Textiles
Gregg Franzwa, Philosophy
Paul King, Speech Communication
Ed Kolesar, Engineering, Chair
Roger Pfaffenberger, Business, Liaison to the Executive Committee
and Past Chair of the Faculty Senate
Greg Stephens, Business
Becky Taylor, Education

Appendix A

Present TCU Vita Format

TCU VITA FORMAT

1. Name
2. Place of birth and date (optional)
3. Educational background after high school (include dates, institutions, and/or degrees in progress)
4. Formal continuing education associated with professional development
5. Professional certifications (where applicable)
6. Present rank
7. Year of appointment to the University, and rank
8. Year of last promotion
9. Previous teaching and/or research appointments, other than at TCU (include date, place, and rank or title)
 - a. Part time
 - b. Full time
10. Previous professional positions (other than those listed in 9.)
11. External support sought (include source and amount requested and/or received)
 - a. Received
 - b. Not received
 - c. Pending
12. Internal grants sought and disposition of request (e.g., TCU/RF, Faculty Development)
13. Graduate theses (recitals), and dissertations directed
14. Presentation of scholarly and creative activities
 - a. Refereed publications, invitational or juried shows, critically evaluated performances, scholarly monographs
 - b. Non-refereed publications (include publications arising from presentations, i.e., proceedings), exhibits, performances, textbooks
 - c. Materials or activities accepted or scheduled but not yet printed, released, or presented
 - d. Materials under active review by external editors or referees
 - e. Papers presented, participation on panels, etc., at scholarly meetings (include date, place, and sponsor of meeting). Include only meetings which involve actual participation on the program.
15. Editorships, consultantships, professional and creative activities, and professional engagements
16. Academic advising activities
17. Departmental service (include committees)
18. College service (include committees)
19. University service (include committees)
20. Community activities directly related to professional skills
21. Memberships in professional organizations (include offices held)
22. Professionally related Honors and Awards
23. Other professionally related activities not included in any of the above categories (include meetings attended other than those in 14.)

Appendix B

Revised TCU Vita Format

TCU Vita Format

1. Name
2. Place of birth and date (optional)
3. Educational background after high school (include dates, institutions, and/or degrees in progress)
4. Formal continuing education associated with professional development
5. Professional certifications (where applicable)
6. Present rank
7. Year of appointment to the University, and rank
8. Year of last promotion
9. Previous teaching and/or research appointments, other than at TCU (include date, place, and rank or title)
 - f. Part time
 - g. Full time
10. Previous professional positions (other than those listed in 9.)
11. Teaching appointments at TCU (include course number, title, semester, year, number of students, number of credit hours generated, and indicate if the course was taught off-campus or via the Internet)
 - a. Undergraduate
 - b. Graduate
12. New course preparations (include course number, title, semester, year, and indicate if the course was taught off-campus or via the Internet)
13. Honor theses, graduate project reports, theses (recitals), and dissertations directed (indicate the semester and year initiated and date of completion)
14. High (letter), low (letter), and average (numeric) grades awarded (include course number, title, semester, year, and indicate if the course was taught off-campus or via the Internet)
 - a. Lower division
 - b. Upper division
 - c. Graduate
15. Contact hours with students (include the estimated average number of in-class and out-of-class hours per week per course, and describe the nature of the contacts (e.g., academic, advising, extra curricular, rehearsal, Chancellor's Leadership, Frog Camp, Freshman Orientation, etc.))
16. Private hours devoted to each course (include the estimated average number of hours per week for such tasks as grading, class preparation, etc.)
17. External support sought (include source and amount requested and/or received)
 - a. Received
 - b. Not received
 - c. Pending
18. Internal grants sought and disposition of request (e.g., **TCU/RCAF**, Faculty Development)

19. Presentation of scholarly and creative activities
 - a. Refereed publications, invitational or juried shows, critically evaluated performances, scholarly monographs
 - b. Non-refereed publications (include publications arising from presentations, i.e., proceedings), exhibits, performances, textbooks
 - c. Materials or activities accepted or scheduled but not yet printed, released, or presented
 - d. Materials under active review by external editors or referees
 - e. Papers presented, participation on panels, etc., at scholarly meetings (include date, place, and sponsor of meeting). Include only meetings **that** involve actual participation on the program.
20. Editorships, consultantships, professional and creative activities, and professional engagements
- 21. ~~Academic advising activities~~**
21. Departmental service (include committees)
22. College service (include committees)
23. University service (include committees)
24. Community activities directly related to professional skills
25. Memberships in professional organizations (include offices held)
26. Professionally related Honors and Awards
27. Other professionally related activities not included in any of the above categories (include meetings attended other than those in **19.**)

Appendix C

**Revised TCU Vita Format with Fictitious Information Posted in
Items 11, 12, and 14**

TCU Vita Format

1. Name
2. Place of birth and date (optional)
3. Educational background after high school (include dates, institutions, and/or degrees in progress)
4. Formal continuing education associated with professional development
5. Professional certifications (where applicable)
6. Present rank
7. Year of appointment to the University, and rank
8. Year of last promotion
9. Previous teaching and/or research appointments, other than at TCU (include date, place, and rank or title)
 - a. Part time
 - b. Full time
10. Previous professional positions (other than those listed in 9.)

11. Teaching appointments at TCU (include course number, title, semester, year, number of students, number of credit hours generated, and indicate if the course was taught off-campus or via the Internet)

a. Undergraduate

COURSE NUMBER	TITLE	SEMESTER	YEAR	NUMBER OF STUDENTS	NUMBER OF CREDIT HOURS GENERATED	INSTRUCTIONAL MODE
ENGR 30013	Materials Science	Spring	2001	21	63	TCU Classroom

b. Graduate

COURSE NUMBER	TITLE	SEMESTER	YEAR	NUMBER OF STUDENTS	NUMBER OF CREDIT HOURS GENERATED	INSTRUCTIONAL MODE
ENGR 50014	Engineering Materials	Fall	2001	17	68	TCU Classroom and Laboratory

12. New course preparations (include course number, title, semester, year, and indicate if the course was taught off-campus or via the Internet)

COURSE NUMBER	TITLE	SEMESTER	YEAR	INSTRUCTIONAL MODE
ENGR 40014	Integrated Circuit Fabrication Technology	Spring	2001	TCU Classroom and Laboratory

13. Honor theses, graduate project reports, theses (recitals), and dissertations directed (indicate the semester and year initiated and date of completion)

14. High (letter), low (letter), and average (numeric) grades awarded (include course number, title, semester, year, and indicate if the course was taught off-campus or via the Internet)

a. Lower division

COURSE NUMBER	TITLE	SEMESTER	YEAR	HIGH GRADE	LOW GRADE	AVERAGE GRADE	INSTRUCTIONAL MODE
ENGR 10010	Introduction to Engineering	Spring	2001	A	F	2.27	TCU Classroom

b. Upper division

COURSE NUMBER	TITLE	SEMESTER	YEAR	HIGH GRADE	LOW GRADE	AVERAGE GRADE	INSTRUCTIONAL MODE
ENGR 30013	Materials Science	Spring	2001	A	D	2.77	TCU Classroom

c. Graduate

COURSE NUMBER	TITLE	SEMESTER	YEAR	HIGH GRADE	LOW GRADE	AVERAGE GRADE	INSTRUCTIONAL MODE
ENGR 50014	Microelectro-mechanical Systems (MEMS) Technology	Fall	2001	A	C	3.62	TCU Classroom and Laboratory

15. Contact hours with students (include the estimated average number of in-class and out-of-class hours per week per course, and describe the nature of the contacts (e.g., academic, advising, extra curricular, rehearsal, Chancellor's Leadership, Frog Camp, Freshman Orientation, etc.))

16. Private hours devoted to each course (include the estimated average number of hours per week for such tasks as grading, class preparation, etc.)

17. External support sought (include source and amount requested and/or received)

- a. Received
- b. Not received
- c. Pending

18. Internal grants sought and disposition of request (e.g., TCU/RCAF, Faculty Development)

19. Presentation of scholarly and creative activities

- a. Refereed publications, invitational or juried shows, critically evaluated performances, scholarly monographs
- b. Non-refereed publications (include publications arising from presentations, i.e., proceedings), exhibits, performances, textbooks
- b. Materials or activities accepted or scheduled but not yet printed, released, or presented
- d. Materials under active review by external editors or referees
- e. Papers presented, participation on panels, etc., at scholarly meetings (include date, place, and sponsor of meeting). Include only meetings **that** involve actual participation on the program.

20. Editorships, consultantships, professional and creative activities , and professional engagements

~~21. Academic advising activities~~

21. Departmental service (include committees)

22. College service (include committees)

23. University service (include committees)

24. Community activities directly related to professional skills

25. Memberships in professional organizations (include offices held)

26. Professionally related Honors and Awards

27. Other professionally related activities not included in any of the above categories (include meetings attended other than those in 19.)

Appendix D

Revised TCU Vita Format Consistent with that in Appendix A

TCU Vita Format

1. Name
2. Place of birth and date (optional)
3. Educational background after high school (include dates, institutions, and/or degrees in progress)
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9. Previous teaching and/or research appointments, other than at TCU (include date, place, and rank or title)
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 - b. Full time
10. Previous professional positions (other than those listed in 9.)
11. Teaching appointments at TCU (include course number, title, semester, year, number of students, number of credit hours generated, and indicate if the course was taught off-campus or via the Internet)
 - c. Undergraduate
 - d. Graduate
12. New course preparations (include course number, title, semester, year, and indicate if the course was taught off-campus or via the Internet)
13. Honor theses, graduate project reports, theses (recitals), and dissertations directed (indicate the semester and year initiated and date of completion)
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15. Contact hours with students (include the estimated average number of in-class and out-of-class hours per week per course, and describe the nature of the contacts (e.g., academic, advising, extra curricular, rehearsal, Chancellor's Leadership, Frog Camp, Freshman Orientation, etc.))
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27. Other professionally related activities not included in any of the above categories (include meetings attended other than those in 19.)