CFPA Requirements for PTR Edossiers

Approved by CFPA Tenure and Promotion Committee on November 18, 2016
Approved by CFPA Faculty Governance Committee on December 1, 2016

In an effort to streamline PTR and change the culture of the PTR to celebrate the accomplishments of faculty and provide an opportunity for constructive feedback, the CFPA Tenure and Promotion Committee and CFPA Faculty Governance Committee have approved the following revisions:

The PTR Edossier will be streamlined to include the following four areas:

- **Department Unit Evaluation Plan**
- **Candidate Statement**: An 8-page maximum (single-spaced, single-sided) narrative that summarizes teaching engagement, scholarly/creative activity, and service to the institution/profession during the period under review. Formatting is open to the applicant’s discretion.
- **Curriculum Vitae**: detailed and clearly formatted to document activity related to teaching, scholarly/creative activity, and service covering the period since the most recent review.
- **Teaching**:
  - The syllabus and complete set of teaching evaluations for each course taught during the period since the last review (with statistical summaries and all written student evaluations). It is not necessary to include evaluations for multiple sections taught. Two of these complete evaluation sets should come from courses from the current academic year.

Do not include or delete these folders:

- Expectations and Conditions of Appointment
- Scholarly and Creative Activity
- Letters of Support
- Service

Definitions:

Course – THTR 264

Section – A faculty member might teach three sections of THTR 264 during any given year.