Case Western Reserve University
Frances Payne Bolton School of Nursing
Appointment, Reappointment, Promotion and Tenure Committee
Annual Performance Review, Promotion and Tenure: Process and Performance Indicators

This guide is designed to assist all faculty members with timely submissions of documents that are required for annual performance review, appointment, reappointment, and/or tenure and promotion in the Frances Payne Bolton School of Nursing. The submission content in the document was generated from the information that appears on the FPB website that also include the Provost's and Dean's letter, and the FPB Criteria for Appointment, Reappointment, Promotion and Tenure. We hope this document will assist you in compiling your packets of information as you transition from one year to the next and from one rank to another. The guide includes (1) Tenure Track and Non-Tenure Track Required Document Submissions and (2) ARPT Criteria across ranks with some performance indicators for each. The performance indicators are intended as a guideline.

Materials for Submission

Tenure Track Faculty

Annual Performance Review
- The Annual Performance Review (APR), evidence based, uses updated versions of the FAS, the CV, and current course evaluations along with a scheduled meeting with the faculty member

3rd and 6th Year
- Using the criteria for tenure and/or promotion, the faculty member will prepare a self assessment appraisal addressing his/her academic achievements in the areas of teaching, research, service

Promotion & Tenure

research, service, and scholarship as guided by the FPB criteria for ARPT. Reference letters from research collaborators (a maximum of 4); only if necessary to delineate candidate's role in collaborative research.

- Candidate selects 3 manuscripts to be considered during the review process and adds them to the portfolio.

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Non-tenure Track Faculty

Annual Performance Review
- The Annual Performance Review (APR), evidence based, uses updated versions of the FAS, the CV, and current course evaluations along with a scheduled meeting with the faculty member
- Updated FAS
- An updated electronic CV
- Electronic copies of teacher and course evaluations

Promotion
- Using the criteria for tenure and/or promotion, the faculty member will prepare a self assessment appraisal addressing his/her academic achievements in the areas of teaching, research, service and scholarship.
- Updated FAS
- An updated electronic CV
- Electronic copy of teacher and course evaluations.
- All letters from previous Faculty Annual Performance Reviews will be included in the portfolio.
- Dean will solicit numerous letters (sufficient to get a good return response) from randomly selected students regarding the faculty member's teaching.
- Dean and faculty candidate will generate names of professional colleagues to be considered as referees (outside of the School of Nursing) for the candidate.
- Dean requests six reference letters from independent, external referees to comment on the candidate's impact on teaching, research, service, and scholarship as guided by the FPB criteria for ARPT.
- Candidate selects 3 manuscripts to be considered during the review process and adds them to the portfolio.

Performance Indicators for Annual Review and Promotion and Tenure for Tenure Track

Annual Review

Promotion & Tenure
Consistent pattern of the following noted in the annual reviews

Teaching	**Teaching**
• Workload (number of courses, credits, students, and clinical hours; coordinator responsibilities) • Teaching evaluations • Course evaluations • Guest lectures • Innovations in teaching • Mentoring (junior faculty, dissertation committees, research mentoring) • Advising activities, including number of advisees by program • Publications with students	• Workload (number of courses, credits, students, and clinical hours; coordinator responsibilities) • Teaching evaluations • Course evaluations • Guest lectures • Innovations in teaching • Mentoring (junior faculty, dissertation committees, research mentoring) • Advising activities, including number of advisees by program • Publications with students • Training grants

Research	**Research**
• Progressive evolution from small pilot grants, small grants, and multiple research initiatives that will lead toward large extramurally funded research grants from federal agencies (e.g. NIH), professional organizations (e.g. American heart Association, American cancer Society), foundations (e.g. RWJ), or other sources. • Evidence of an impact of research (citation numbers, publication in peer reviewed journals, policy or practice impact) • Establish program of research that extends knowledge in a focused area. • Awards and honors	• Progression from small grants to major extramural research funding. For tenure, a **pattern** of substantial extramural funding (e.g., an NIH R01 or a major foundation or professional association grant). More than one funding award is required. • Evidence of a national impact of research for promotion to associonalt ohs.8 (i)-4 (i)-4.6 (o a

volunteerism, participation in school and university initiatives, and fulfillment of committee responsibilities)
- *Engagement in community activities (does not count toward promotion and tenure)

Scholarship/scholarly activity/scholarly productivity	Scholarship/scholarly activity/scholarly productivity
• Two data-based publications as 1st author in peer reviewed journals each academic year Additional indicators: • Co-author on data-based publications • Non-data-based publications • Systematic reviews of the literature • Book chapters (textbook or clinical) • Edited or authored books • Clinical manuscripts, clinical guidelines	• Two data

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