

CONTENTS

About the Author	<i>v</i>
Acknowledgments	<i>ix</i>

Part I Process

Introduction	2
1. Planning Ahead	4
Know the Rules: Procedures and Criteria	4
Collect Other Useful Information	6
Develop a Focused Interest or a Specific Line of Research	9
Document Special Assignments	9
Collect Baseline Data	10
Recognize the Unusual Challenges You May Face	11
Recognize the Importance of Interpersonal Relations	12
Keep Your Vitae Up-to-Date	12
Get Help	13
2. Documenting Your Work	14
What Constitutes Faculty Work?	14
Documenting Teaching Effectiveness	15
Documenting Advising Effectiveness	20
Documenting Service Activities	21
Documenting Scholarly, Professional, and Creative Work	21
The Professional Portfolio	22
The Faculty Essay	24
Examples of Documentation	25
3. In Summary	26
References	27

Part II

Resources

4. The Disciplines Consider Scholarship	30
The American Historical Association	31
The American Assembly of Collegiate Schools of Business	33
The Work of the Theater Faculty	35
The American Chemical Society	37
The Joint Policy Board for Mathematics	38
The American Academy of Religion	41
The Association of American Geographers	46
5. Student Ratings of Faculty: Special Instructional Settings	52
6. Evaluating Teaching: Selected Additional References	54
7. Evaluating an Advisor: ACT Survey of Academic Advising	56
8. Documenting and Assessing Work of Faculty	57
Author Textbook as Introduction to the Discipline	57
Develop New High School Curriculum	59
Direct a Play (Student Production)	60
Design a New Course	61
Serve on Community Task Force	63
Assist Regional Museum in Producing an Exhibit	65
Develop Software to Model Environmental Effects	66
9. Preparing for Promotion and Tenure: A Faculty Checklist	67