Department Guidelines for Promotion, Tenure and Assessment
Policy for Tenure Track Teaching Faculty

Department of Physical Education and Human Performance
Central CT State University

**Portfolio Structure**

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<th>Tenure and Associate Professor</th>
<th>Full Professor</th>
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It is recommended that each dossier contain the following:

1. Current curriculum vitae 3 copies
2. Previous (or as many years the candidate has been appropriate years at rank)
   at CCSU) evaluative letters from DEC, Chairs or Deans at CCSU.
3. Narrative statement limited to 4 pages
4. Inventory of all documents
5. A section labeled in each of the following categories:

- Current curriculum vitae 3 copies
- Appropriate years at rank
- Narrative statement
- Inventory of all documents
- Sections for each of the following categories:
The following are examples of what we are looking for:

**I. Load Credit**

**Teaching**
- A brief narrative if desired
- Summary of distribution of load credit
- Course Syllabi with stated learning objectives, a tentative outline, time and date criteria, evaluation procedure and completion criteria or desired outcomes
- Statistical summaries of student opinion surveys and original peer teaching evaluations required
- Peer Evaluations
- Teaching Philosophy
- Relevant course materials and instructor generated materials
- New courses taught
- Examples of scholarly approaches to teaching and learning

**Other Load activity identified in a letter of agreement**
- Administrative responsibilities
- Assessment activities
- Sabbatical leave
- Curriculum development grants
- Research

- brief narrative
- load credit
- Course syllabi, objectives evaluation procedures and desired outcomes
- statistical summaries of Student opinion surveys optional
- Significant course enhancement
- New course curriculum
- Development of new courses or new courses taught
- Examples of scholarly Approaches to teaching and learning
- Administrative responsibilities
- Ongoing and new research
- Sabbatical leave projects
- Research
- Curriculum or Grants
II. Creative Activity

- Peer reviewed journal articles
  or application of research in
  any of the three major areas at the
  State level
- Recommended journals include peer reviewed publications and those in the area of health, medicine, fitness, psychology, physical education or dance.

See Appendix
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**III. Service to the Department and University**

- Advising – student surveys are optional
- Committee work for the department
- Contributions for equal opportunity and diversity
- Clubs and student organizations
- Service as a representative of CCSU
- Cultural diversity programs
- Peer review state level
- Recruitment

Participation and contribution
In community based activity

- Thesis committee work
- Administrative support work (Governance, accreditation, assessment)
- Active role on university committee
- Leadership role
- Service as a representative of CCSU
- Leadership role
- Accreditation work
- National level
  - Entrepreneurial Activities
  - Faculty Development Grants

Evidence of validation
By others
IV. Professional Activity

- Active participation in professional conferences
- Expert testimony
- Membership in professional organizations
  (AAHPERD, EDA, CTAHPERD, ACSM, NSCA, NATA)
- Committee work for professional conferences
- Peer review for journals etc.
- Professional State Certifications
- Equivalencies are acceptable
- Editorial Board Member of Professional Journals
- Serving on conference committees
- Chairing conference sessions
- National Certifications
  (ACSM, NSCA, NATA, NASM)
- United States Olympic Committee Registry for Sport Psychology
- Consultants
- Applied Sport Psychology Consultant (AASP)
- USAW

V. Years in Rank

Mentoring Program

The DEC mentors all non-tenured faculty both during the evaluation process and during the school year. Tenured faculty may request a mentor during evaluation for promotion.
Appendix

Department recommended journals for Athletic Training:
American Journal of Sports Medicine
Athletic Therapy
British Journal of Sports Medicine
Clinics in Sports Medicine
Journal of Athletic Training
Journal of Orthopedic and Sports Physical Therapy

Department recommended journals for Exercise Science:
ACSM Health Fitness Journal
Annual Review of High Performance Coaching and Consulting
Canadian Journal of Applied Physiology
European Journal of Applied Physiology
Genomics
International Journal of Sport Physiology & Performance
International Journal of Sports Nutrition
International Journal of Sports Science and Coaching
Journal of Applied Physiology
Journal of Aging and Physical Activity
Journal of Exercise Physiology
Journal of Gerontology
Journal of Gerontology: Biological Sciences and Medical Sciences
Journal of Performance Enhancement
Journal of Physical Activity & Health
Journal of Sport and Exercise Psychology
Journal of Sport and Exercise Psychology
Journal of Sport Sciences
Journal of Strength and Conditioning Research
Measurement in Physical Education and Exercise Science (MPEES)
Medicine and Science in Sports and Exercise
Pediatric Exercise Science
Physiological Genomics
Department recommended journals for Physical Education:

- Adapted Physical Activity Quarterly
- Dance Magazine
- Journal of Applied Biomechanics
- Journal of Dance Education
- Journal of Health, Physical Education, Recreation, and Dance (JOHPERD)
- Journal of Motor Behavior
- Journal of Sport Behavior
- Journal of Sport History
- Journal of Teaching in Physical Education
- Palaestra
- Research Quarterly
- Sociology of Sport Journal
- Strategies
- The Bulletin