EDST SharePoint: https://collaborate.education.purdue.edu/edst/default.aspx

Web Presence:
- To be added to the EDST faculty directory and website please contact EDST webmaster Jeannie Navarre at jnavarre@purdue.edu
- To set up your individual faculty webpage please contact EdIT@purdue.edu

EDST Faculty Reviews:

- Annual Performance Review:
  - Conducted by EDST Performance Review and Awards Committee and Department Head
  - Purpose: to evaluate performance over the last academic year only for purposes of merit pay
  - Documentation required by January 5, 2018: EDST 2017 Performance Report (see SharePoint site for template). Submit to Jeannie Navarre at jnavarre@purdue.edu

- Annual Primary Committee Review:
  - Conducted by EDST Primary Committee
  - Purpose: to evaluate progress towards tenure/promotion (In your 1\textsuperscript{st} year, you receive qualitative feedback. From your 2\textsuperscript{nd} year onward, you receive quantitative ratings as well as qualitative feedback in Discovery, Learning, and Engagement)
  - Documentation required by January 5, 2018: President’s Form 36 and Summary Vita (see SharePoint site for template). Submit to Jeannie Navarre at jnavarre@purdue.edu

Human Research Protection
- IRB approval process: https://www.irb.purdue.edu/

Courses
- Online Course Management System, Blackboard: https://mycourses.purdue.edu/
- Grades: must be entered online in the last week of each semester. Enter through the MyPurdue portal at https://wl.mypurdue.purdue.edu/cp/home/displaylogin and, once
you login, click on the Faculty tab to enter grades for each course manually or push grades electronically from Blackboard.
  o Faculty must be **FERPA CERTIFIED** to access student data and enter grades

- **Syllabi**: Please provide electronic copy of syllabi for all courses taught each semester to your program area secretaries before the beginning of the semester
- **Textbook orders**: Please provide textbook orders to your program area secretaries by the deadlines requested (you will receive email requests each semester)
- **Course Online Evaluation Questions**: Please provide your questions to your program area secretaries by the deadlines requested
- **New course or course change proposals**:
  o Program area faculty approval required -- ask convener to schedule discussion and vote
  o **Curriculum & Graduate Committee Approval** (see website for meeting dates, submission deadlines, documentation requirements etc.). SharePoint address is [https://collaborate.education.purdue.edu/edst/edstcgcomm/default.aspx](https://collaborate.education.purdue.edu/edst/edstcgcomm/default.aspx)

**Business Travel**
- [Purdue Business Travel Policies and Regulations](http://www.purdue.edu/policies/ethics/iiib1.html)

**Reporting of Outside Activities**
- Purdue Policies: [http://www.purdue.edu/policies/ethics/iiib1.html](http://www.purdue.edu/policies/ethics/iiib1.html)
## EDST Tenure and Promotion Review Procedures

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| Annual Review for Progress towards Tenure/Promotion | EDST Primary Committee (PC)  | All regular tenure-track and clinical faculty with 50% or higher appointments in EDST | Form 36 and Summary vita Submit to Jeannie Navarre at jnavarre@purdue.edu                                                                                                                                                                                                                                                                                                                                                                                                                        | • Submit forms by January 6  
• PC Reviews: February/March  
• Feedback meetings: March/April                                                                                                                                                                                                                                                |
| Contract extensions                          | EDST Primary Committee(PC)   | • Tenure-track assistant professors completing 2nd year in rank  
• Clinical faculty completing first year of two year contract. | Form 36 and Summary vita Submit to Jeannie Navarre at jnavarre@purdue.edu                                                                                                                                                                                                                                                                                                                                                                                                                        | • Submit forms by January 6  
• PC Reviews & vote on contract extensions: February/March  
• Feedback meetings: February/March                                                                                                                                                                                                                           |
| Nominations for Tenure/Promotion             | EDST Primary Committee(PC)   | • Tenure-track assistant professors completing their 5th year in rank  
• Tenure-track assistant or associate professors nominated by PC  
• Clinical assistant or associate professors nominated by PC | Form 36 and Summary vita Submit to Jeannie Navarre at jnavarre@purdue.edu                                                                                                                                                                                                                                                                                                                                                                                                                        | • Submit forms by January 6  
• PC Reviews & vote on tenure/promotion  
• Feedback meetings: February/March  
• PC mentors assigned to work on Form 36 (March)  
• External reviewer                                                                                                                                                                                                                                                                             |
| Going up for Tenure/Promotion                | EDST Primary Committee(PC)   | • Tenure-track assistant professors completing their 5th year in rank  
• Any PC nominated or self-nominated faculty | Promotion packet (Form 36 and Summary vita; 4 sample publications)  
List of 10 external reviewers developed in consultation with PC mentors  
Submit to Department Head olenchak@purdue.edu                                                                                                                                                                                                                                                                                                                                                                                                                              | • Submit promotion packet by May 31  
• Promotion materials sent to external reviewers by June 15  
• External review letters returned by September 15  
• PC review and vote: October.  
• Nominee is informed of outcome by Head  
• (If PC vote is positive) COE Area Committee review and vote: December  
• Nominee is informed of outcome by Dean  
• (If Area vote is positive) University Committee review and vote: February  
• Nominee is informed of outcome by Dean  
• (If University Committee vote is positive) Board of Trustees approval: May                                                                                                                                                                                                                  |