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 4, 2019: EDST 2018 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 1st year, you receive qualitative feedback. From your 2nd year onward, you receive quantitative ratings as well as qualitative feedback in Discovery, Learning, and Engagement)
  - Documentation required by January 4, 2019: 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.
  - 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**:
  - Program area faculty approval required -- ask convener to schedule discussion and vote
  - **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**

### 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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<th>Procedure</th>
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<th>Who is reviewed?</th>
<th>Documents</th>
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<tr>
<td>Annual Review for Progress towards Tenure/ Promotion</td>
<td>EDST Primary Committee (PC)</td>
<td>All regular tenure- track and clinical faculty with 50% or higher appointments in EDST</td>
<td>Form 36 and Summary vita Submit to Jeannie Navarre at <a href="mailto:jnavarre@purdue.edu">jnavarre@purdue.edu</a></td>
<td>Submit forms by January • PC Reviews: February/March • Feedback meetings: March/April</td>
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<tr>
<td>Contract extensions</td>
<td>EDST Primary Committee(PC)</td>
<td>• Tenure-track assistant professors completing 2nd year in rank • Clinical faculty completing first year of two year contract.</td>
<td>Form 36 and Summary vita Submit to Jeannie Navarre at <a href="mailto:jnavarre@purdue.edu">jnavarre@purdue.edu</a></td>
<td>Submit forms by January • PC Reviews &amp; vote on contract extensions: February/March • Feedback meetings: February/March</td>
</tr>
<tr>
<td>Nominations for Tenure/Promotion</td>
<td>EDST Primary Committee(PC)</td>
<td>• 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</td>
<td>Form 36 and Summary vita Submit to Jeannie Navarre at <a href="mailto:jnavarre@purdue.edu">jnavarre@purdue.edu</a></td>
<td>Submit forms by January 4 • PC Reviews &amp; vote on tenure/promotion • Feedback meetings: February/March • PC mentors assigned to work on Form 36 (March) • External reviewer</td>
</tr>
<tr>
<td>Going up for Tenure/ Promotion</td>
<td>EDST Primary Committee(PC)</td>
<td>• Tenure-track assistant professors completing their 5th year in rank • Any PC nominated or self-nominated faculty</td>
<td>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 <a href="mailto:olenchak@purdue.edu">olenchak@purdue.edu</a></td>
<td>Submit promotion packet by May/June • Promotion materials sent to external reviewers by mid-June • External review letters returned by mid-September • 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</td>
</tr>
</tbody>
</table>

**Notes:**
1. Faculty who are subject to PC vote on contract renewal / tenure/ promotion are informed by the Head of the outcome of the vote, as soon as possible, typically within 2-3 days of the vote.
2. Tenure-track faculty may request a tenure clock extension if they experience events that could potentially impact their careers.
3. Faculty may elect to self-nominate for promotion.