

### Department of Educational Studies

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](mailto:jnavarre@purdue.edu)
- To set up your individual faculty webpage please contact [EdIT@purdue.edu](mailto: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](mailto:jnavarre@purdue.edu)
- **Annual Primary Committee Review:**
  - Conducted by EDST Primary Committee
  - Purpose: to evaluate progress towards tenure/promotion (In your 1<sup>st</sup> year, you receive qualitative feedback. From your 2<sup>nd</sup> 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](mailto: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>

#### **Business Travel**

- **Purdue Business Travel Policies and Regulations**

#### **Reporting of Outside Activities**

- **Purdue Policies:** <http://www.purdue.edu/policies/ethics/iiib1.html>
- **Reporting Form:**  
[https://webapps.ecn.purdue.edu/VPEC/OAD/login/login\\_form?came\\_from=http%3A//webapps.ecn.purdue.edu/VPEC/OAD/index\\_html&retry=&disable\\_cookie\\_login =1](https://webapps.ecn.purdue.edu/VPEC/OAD/login/login_form?came_from=http%3A//webapps.ecn.purdue.edu/VPEC/OAD/index_html&retry=&disable_cookie_login =1)

## EDST Tenure and Promotion Review Procedures

Procedure	Conducted by	Who is reviewed?	Documents	Dates
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 <a href="mailto:jnavarre@purdue.edu">jnavarre@purdue.edu</a>	<ul style="list-style-type: none"> <li>• Submit forms by January 6</li> <li>• PC Reviews: February/March</li> <li>• Feedback meetings: March/April</li> </ul>
Contract extensions	EDST Primary Committee(PC)	<ul style="list-style-type: none"> <li>• Tenure-track assistant professors completing 2<sup>nd</sup> year in rank</li> <li>• Clinical faculty completing first year of two year contract.</li> </ul>	Form 36 and Summary vita Submit to Jeannie Navarre at <a href="mailto:jnavarre@purdue.edu">jnavarre@purdue.edu</a>	<ul style="list-style-type: none"> <li>• Submit forms by January 6</li> <li>• PC Reviews &amp; vote on contract extensions: February/March</li> <li>• Feedback meetings: February/March</li> </ul>
Nominations for Tenure/Promotion	EDST Primary Committee(PC)	<ul style="list-style-type: none"> <li>• Tenure-track assistant professors completing their 5<sup>th</sup> year in rank</li> <li>• Tenure-track assistant or associate professors nominated by PC</li> <li>• Clinical assistant or associate professors nominated by PC</li> </ul>	Form 36 and Summary vita Submit to Jeannie Navarre at <a href="mailto:jnavarre@purdue.edu">jnavarre@purdue.edu</a>	<ul style="list-style-type: none"> <li>• Submit forms by January 6</li> <li>• PC Reviews &amp; vote on tenure/promotion</li> <li>• Feedback meetings: February/March</li> <li>• PC mentors assigned to work on Form 36 (March)</li> <li>• External reviewer</li> </ul>
Going up for Tenure/ Promotion	EDST Primary Committee(PC)	<ul style="list-style-type: none"> <li>• Tenure-track assistant professors completing their 5<sup>th</sup> year in rank</li> <li>• Any PC nominated or self-nominated faculty</li> </ul>	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>	<ul style="list-style-type: none"> <li>• Submit promotion packet by May 31</li> <li>• Promotion materials sent to external reviewers by June 15</li> <li>• External review letters returned by September 15</li> <li>• PC review and vote: October.</li> <li>• Nominee is informed of outcome by Head (If PC vote is positive) COE Area Committee review and vote: December</li> <li>• Nominee is informed of outcome by Dean (If Area vote is positive) University Committee review and vote: February</li> <li>• Nominee is informed of outcome by Dean (If University Committee vote is positive) Board of Trustees approval: May</li> </ul>

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.