EDST SharePoint: [https://collaborate.education.purdue.edu/edst/default.aspx](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 19, 2016: EDST 2016 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 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 19, 2016: President’s Form 36 and Summary Vita (template attached). Submit to Jeannie Navarre at [jnavarre@purdue.edu](mailto:jnavarre@purdue.edu)

Human Research Protection
- IRB approval process: [https://www.irb.purdue.edu/](https://www.irb.purdue.edu/)

Courses
- Online Course Management System, Blackboard: [https://mycourses.purdue.edu/](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](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.)

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**Business Travel**

- [Purdue Business Travel Policies and Regulations](#)

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**Reporting of Outside Activities**

- Purdue Policies: [http://www.purdue.edu/policies/ethics/iiib1.html](http://www.purdue.edu/policies/ethics/iiib1.html)
<table>
<thead>
<tr>
<th>Procedure</th>
<th>Conducted by</th>
<th>Who is reviewed?</th>
<th>Documents</th>
<th>Dates</th>
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</thead>
</table>
| 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 15  
• 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 15  
• 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 15  
• 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 |

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.