

Valdosta State University
College of Nursing
Checklist for Evaluation of Faculty Dossier

The following checklist was developed by the College of Nursing (CON) Faculty Development, Promotion, and Tenure Committee (FDPT) and approved by the College of Nursing Faculty Organization (CONFO) to be used by the Valdosta State University Tenure and Promotion Committee (UTPC) in its review of nursing faculty dossiers for tenure and promotion consideration. Three major documents are considered essential in the preparation and presentation of a faculty dossier: a complete curriculum vitae; a detailed self-evaluation with supporting evidence of teaching, scholarship, and service to the College of Nursing, the University, the University System of Georgia, and the profession of nursing and copies of the CON Dean's annual evaluations of the applicant. Additionally, a cover sheet for the action under consideration, recommendations of the CON FDPT Committee to the Dean, and recommendations of the CON Dean should also be included with each dossier.

A complete nursing faculty dossier should contain the following:

- A. _____ Cover sheet for the action under consideration

- B. _____ Curriculum Vitae with these suggested content areas
 - Name, Title, and Demographic Information
 - Current Position
 - Educational History
 - Registered Professional Licensure
 - National Certifications and Special Qualifications or Credentials, if Any
 - Academic and Clinical Work Appointments
 - Publications
 - Research Projects (Completed and in progress)
 - Professional Presentations (Podium and Poster)
 - Fellowships
 - Grants (Institutional and External)
 - Thesis, Project, or Dissertation Committees: Chairs or Memberships
 - Honors and Awards
 - Professional Organizations
 - Committee Service to CON, VSU, University System of Georgia
 - Committee Service to Profession of Nursing
 - Community Service
 - Other Achievements

C. _____ Self-Evaluation with supporting evidence consistent with the *Annual Faculty Activity Report and Action Plan* **

- Scholarship of Teaching and Learning
- Scholarship of Research and Creative Accomplishments
- Scholarship of Service to the University, Society, and the Profession

D. _____ Dean of CON Annual Evaluations

E. _____ Recommendation Letter of CON FDPT Committee to CON Dean

F. _____ Recommendation Letter of CON Dean

** Details of supporting evidence are expected regarding dates, names of entities, locations, appropriate statistics, funding sources and amounts, etc. First page copies of articles, book chapters, reviews, and abstracts, as well as clinical practice reviews and letters of support are highly desirable as supporting evidence.

Developed by JPH/11-12-10

Approved by FDPT Committee/1/15/11

Approved by CONFO/1/19/11