

New Faculty P&T checklist:

___ Bookmark the **P&T WEBPAGE** (<https://www.csc.edu/employee/faculty/teaching-professional-development/promotion-tenure.shtml>) which contains important resources:

- P&T Workshop PowerPoint and video
- P&T Handbook
- P&T timeline (updated annually)
- P&T Policy and Procedure
- Annual Appraisal form
- Classroom Observation forms
- Portfolio Rubrics for each rank
- PD and Committee Report forms

___ Determine **Peer Review Team** to serve as mentors through the P&T process.

- Seek out colleagues who you serve with on department committees
- Ask for suggestions from department colleagues and/or chairperson
- If department is small, consider faculty in related departments
- Ask P&T Faculty Fellows for suggestions

___ Make digital FOLDERS for each category and start saving documentation.

- **Annual Appraisals** (submitted each summer).
Save a copy to your desktop/OneDrive and add info regularly.
- **Classroom Observations**
Schedule 2-day observation with PRT (or chair) in the first semester
Schedule 1-day observation with PRT (or chair) in the second semester
- **Teaching and Learning Documentation** to support Teaching Philosophy.
Focus on teaching excellence.
- **Professional Activities** Documentation (conferences, presentations, professional organizations). See PD Report form on P&T webpage.
Seek out conferences to attend.
- **Service Activities** Documentation (department, division, college committees/ leadership). See Committee Report form on P&T webpage.
Look for ways to be involved in the department and beyond.

___ Create digital file on Outlook to save P&T emails so you don't miss important information.
(These come from the P&T Faculty Fellows via Academic Affairs).

Contact the P&T Faculty Fellows anytime you have questions:

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