## PTTR Candidate Verification Form and List of Supporting Materials

### Candidate

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| --- | --- | --- | --- | --- | --- | --- |
| **Candidate:** |  |  |  |  |  |  |
|  |  | **Last Name** |  | **First Name** |  | **Middle Initial** |

### Candidate’s Verification

I have provided on this form information I consider appropriate to document my progress toward tenure review. In addition, I have supplied for inclusion in this dossier all materials that I consider appropriate for this evaluation. I have reviewed the factual information I provided on this form, and I am satisfied with its completeness and accuracy. I understand that evaluative information will be placed on the form and that after such material is added sections of the form become a confidential file.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate’s Signature:** |  |  | **Date:** |  |

### List of Supporting Materials

Provide a list of the contents of the Supporting Materials folders, both required and optional. Supporting Materials may be submitted in paper copy, electronically, or a combination of the two. **Please do not duplicate documents in paper and electronic copy.**

There are two types of supporting Materials: Required and Optional

### Supporting Materials Instruction

**Required Materials**

1. **All numeric student evaluation summary forms** for courses listed on the P&T CV. The absence of student numeric evaluations for specific courses must be justified. Under Regents’ and university policy, quantitative student evaluations are required. *Place the student evaluation summary reports in reverse chronological order (most recent semester first) and save them in one pdf file named***: Lastname, FirstInitial Student Eval Summaries.pdf** in the folder Supporting Materials/Required/Student Eval Summaries.
   * **NOTE:** Student evaluation summaries must be submitted electronically in reverse chronological order.
2. In addition, all original student evaluation forms with comments must be included if student comments are part of the review at the department or school/college level. **NOTE:** These do not need to be in electronic format, and you may submit photocopies, but not both. Other candidates may also choose to include the student comment pages from teaching evaluations in their materials, but if they do so, must include all comment pages from all classes. If the comments are required, you may submit them electronically or as photocopies, but not both. Electronic files may be submitted in one pdf (without blank pages) for each course with the filename: **Lastname, FirstInitial Student Comments Course.pdf.**
   * **NOTE:** If student comments are not required for review at the department or school/college level, candidates may choose to submit them following the procedure above. All comments from all courses must be included.
3. Peer evaluations of teaching from the time of appointment, or from the last promotion, per FSRR 6.2.2. which states that “The evaluation of teaching includes consideration of […] peer and student evaluations;” (For more information on developing peer observations, please see the Center for Teaching Excellence’s website: <https://cte.ku.edu/peer-evaluation>.) You may submit the peer evaluations electronically or as photocopies, but not both. Electronic files may be submitted in one pdf with the filename: **Lastname, FirstInitial Peer Evaluations.pdf.**
4. One copy of all published or completed work since last promotion or since KU appointment (as appropriate). If pre-KU works are considered by outside reviewers, one copy of each of those works should also be included. Electronic copies of publications (journal articles, book reviews, book chapters, etc.) in PDF format are required, but authored or edited books may be submitted in hard copy if electronic copies are not available. Create one electronic file per publication, appropriately named, with file names limited to a maximum of twenty-five characters. Provide full bibliographic information for the work within each electronic file. Do not submit works in which your scholarship or creative activity is merely cited. Large portfolios of artwork and music scores may be submitted where necessary, though CDs or DVDs of such work are preferred. Works submitted electronically may be grouped by folder name. Please see example on page four. Please do not duplicate documents in hard and electronic copy.

**Optional Materials**

Remove the instructions below and list the contents of the optional supplemental materials folders (either electronic or hardcopy) using the examples below as a guide.

Examples of folder names:

Folder I: Grant Applications

Folder II: Published Reviews

Folder III: Course Materials

Folder IV: Letters of Support from Students

1. Additional documentation of teaching effectiveness. Examples include a comprehensive teaching portfolio, course syllabi, reflective journals, sample assignments, efforts to improve teaching through reflective journals, course design changes to enhance student learning, descriptions of how publications or research activities relate to teaching, unsolicited letters from students, etc.
2. Additional documentation of scholarly or creative accomplishments. Examples include funded external grant applications or those in submission, published reviews of the scholarly or creative work, articles or news coverage of the work, etc.
3. Additional documentation of service accomplishments.

Save the completed statement in a pdf file for submission: **Lastname, FirstInitial Candidate Verification PTTR.pdf**

### Questions

Contact your department chair, faculty mentor, or dean’s office for questions about completing the candidate statements document and deadlines for submission.

For any additional questions, please contact the Office of Faculty Affairs at [facultyaffairs@ku.edu](mailto:facultyaffairs@ku.edu)