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Depending on your faculty status (Tenure Track, Tenured, or Non-Tenure Eligible [Lecturer or Clinical]) different types of files are required to be uploaded. Those required files are indicated by a red asterisk (\*) next to the category title in the Monarch Workflow. If an upload field is not required and does not apply to you in your position, then you may leave it empty.

It is required that all files submitted in the Monarch Workflow Manager platform are in PDF format in order to provide ease of readability. Do not upload documents in Word format. Please make sure you provide enough information to ensure a thorough and accurate evaluation of your efforts for the year.

Most information can be included on your CV. Consult with your department chair to ensure you are including all the information required or preferred by your department or school. If it is not on your CV and you wish to receive credit for the effort, please make sure to include it on additional documentation submitted in the appropriate sections in workflow.

Please upload your full CV, as requested by your college.

Even though it is not required to use the CV format as suggested by Academic Affairs for annual evaluations, it is required to use the CV format for promotions and tenure. As such, it is strongly suggested you maintain this format regularly. Additionally, it will provide consistency and clarity for your colleagues when evaluating.

Journal metrics (acceptance rate, impact score, quartile rating, etc.) need to be noted for each publication included on your CV.

Include funding agency, project title, the role played (PI, Co-PI, evaluator, etc.), total amount of the award, and the investigator percentage of credit for each grant included on your CV.

## A

Include relevant past annual evaluation letters. This may include letters from the following:

Department P&T Committee

Department Chair

College Dean

University Provost: You will only have a letter from the Provost if you appealed an annual evaluation from the dean to the Provost or if you are undergoing a pre-tenure review.

TE2- Courses Taught: Please include a list of courses taught that includes semester taught, course prefix and CRN, course title, and number enrolled

TE5- Student Opinion Surveys: Please include the actual downloaded PDFs of Student Opinion Surveys with both quantitative scores and student comments (not a summary of the survey results). You may also choose to include additional teaching related evidence such as peer review observations or workshops.

Either on the CV or in this section, include a list of dissertation and thesis committees on which the faculty member has served. Dissertation committees first, with committees for students who have already defended in boldface and committees that the faculty member chaired marked by a \*.

## A

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Each department or school has a document outlining the criteria for the proper

Authored books

Edited books

Journal articles and chapters in scholarly edited collections

Other publications; for example, scientific monographs, published abstracts, technical reports, book reviews, encyclopedia entries

Include only materials for the period under review. When adding the list of publications, it is important that journal metrics information is also included (acceptance rate, impact score, quartile rating, etc.), so your evaluator should not have to look up any of this information. This can be accomplished by creating a document listing all journals that the individual published during the review period accompanied by the respective metrics or by copying the reference from one's CV, which should include the metrics as well. See examples below:

Katsioloudis, P. & Jones, M. (2019). Effects of light reflection on spatial visualization ability and implications for engineering technology students. *Engineering Design Graphics Journal*, 82(3), 33-46. EDGJ is indexed in Cabell's, blind, peer-reviewed with a 2019 acceptance rate of 25%. The American Society of Engineering Education (ASEE) has published EDGJ since 1936.

Smithers, L.E., Fischer, H. & Stafford, L.K. (2021). Ordinary engagements: The everyday creation of a high-impact practice. *Journal of College Student Development*, 62(4), 405-421. <https://doi.org/10.1353/csd.2021.0044> (Cabell's Acceptance Rate = 8%; H index = 82; Impact Factor and year= 2.051 SJR 2021; Q1 in Education)

RSC4 – Grants and Contracts – *Last name, First name*

When providing information related to grants (funded and unfunded), it is important to include funding agency, project title, the role played (PI, Co-PI, evaluator, etc.), total amount of the award, and the investigator percentage of credit. This information can be obtained from ODURF's PI Portal (<https://researchfoundation.odu.edu/>). Once there, click on the Project Repor 0.2 (u) 0.2 (.) -0.1 (ed) 0.2 (u) [ (th) 0.2 (e) 0.2 (PO sc q 0.24 0 0 0( ) ] TJ m B 50 0 0