

**Department Guidelines for Promotion, Tenure and Assessment  
Policy for Tenure Track Teaching Faculty**

**Department of Physical Education and Human Performance  
Central CT State University**

***Portfolio Structure***

**Tenure and Associate Professor**

**Full Professor**

It is recommended that each dossier contain the following:

1. Current curriculum vitae 3 copies
2. Previous (or as many years the candidate has been at CCSU) evaluative letters from DEC, Chairs or Deans at CCSU.
3. Narrative statement limited to 4 pages
4. Inventory of all documents
5. A section labeled in each of the following categories:

Current curriculum vitae 3 copies  
Appropriate years at rank

Narrative statement  
Inventory of all documents  
Sections for each of the following categories:

The following are examples of what we are looking for:

### I. Load Credit

#### Teaching

- A brief narrative if desired
- Summary of distribution of load credit
- Course Syllabi with stated learning objectives, a tentative outline, time and date criteria, evaluation procedure and completion criteria or desired outcomes
- Statistical summaries of student opinion surveys and original peer teaching evaluations required
- Peer Evaluations
- Teaching Philosophy
- Relevant course materials and instructor generated materials
- New courses taught
  
- Examples of scholarly approaches to teaching and learning

#### Other Load activity identified in a letter of agreement

- Administrative responsibilities
- Assessment activities
- Sabbatical leave
- Curriculum development grants
- Research

brief narrative  
load credit  
Course syllabi, objectives  
evaluation procedures  
and desired outcomes  
statistical summaries of  
Student opinion surveys  
optional  
  
Significant course  
enhancement  
New course curriculum  
Development of new courses or new courses taught  
Examples of scholarly  
Approaches to teaching  
and learning  
  
Administrative responsibilities  
Ongoing and new research  
Sabbatical leave projects  
Research  
Curriculum or Grants

## II. Creative Activity

- Peer reviewed journal articles or application of research in any of the three major areas at the State level

Some National level journal articles, research, or presentations

- Recommended journals include peer reviewed publications and those in the area of health, medicine, fitness, psychology, physical education or dance. See Appendix

## **Tenure and Associate Professor**

State level presentations,  
Performances, publications,  
Creative works, submitted papers  
Artistic work, research, choreography  
Discovery  
Book chapters  
Edited volumes  
Exhibitions  
Grant applications  
Ongoing programs  
CCSU grants

### **III. Service to the Department and University**

- Advising – student surveys are optional
  
- Committee work for the department
  
- Contributions for equal opportunity and diversity
- Clubs and student organizations
- Service as a representative of CCSU
  
- Cultural diversity programs
  
- Peer review state level
- Recruitment

Participation and contribution  
In community based activity

## **Full Professor**

National level presentations,  
Performances, publications,  
Published Research,  
Application of Research

Books  
Patents  
Juried exhibition  
Grants completed  
Externally funded grants  
Funded grants

- Thesis committee work
- Administrative support work  
(Governance, accreditation, assessment)  
Active role on university  
committee  
Leadership role
  
- Service as a representative  
of CCSU  
Leadership role
- Accreditation work  
National level
  
- Entrepreneurial Activities
- Faculty Development Grants
  
- Evidence of validation  
By others

#### **IV. Professional Activity**

- Active participation in professional conferences
- Expert testimony
- Membership in professional organizations (AAHPERD, EDA, CTAHPERD, ACSM, NSCA, NATA)
- Committee work for professional conferences
- Peer review for journals etc.
- Professional State Certifications
- Equivalencies are acceptable
- Editorial Board Member of Professional Journals

Serving on conference committees

Chairing conference sessions

National Certifications  
(ACSM, NSCA, NATA, NASM)  
United States Olympic Committee  
Registry for Sport Psychology  
Consultants  
Applied Sport Psychology  
Consultant (AASP)  
**USAW**

#### **V. Years in Rank**

#### **Mentoring Program**

The DEC mentors all non-tenured faculty both during the evaluation process and during the school year. Tenured faculty may request a mentor during evaluation for promotion.

## Appendix

### **Department recommended journals for Athletic Training:**

*American Journal of Sports Medicine*  
*Athletic Therapy*  
*British Journal of Sports Medicine*  
*Clinics in Sports Medicine*  
*Journal of Athletic Training*  
*Journal of Orthopedic and Sports Physical Therapy*

### **Department recommended journals for Exercise Science:**

*ACSM Health Fitness Journal*  
*Annual Review of High Performance Coaching and Consulting*  
*Canadian Journal of Applied Physiology*  
*European Journal of Applied Physiology*  
*Genomics*  
*International Journal of Sport Physiology & Performance*  
*International Journal of Sports Nutrition*  
*International Journal of Sports Science and Coaching*  
*Journal Applied Physiology*  
*Journal of Aging and Physical Activity*  
*Journal of Exercise Physiology*  
*Journal of Gerontology*  
*Journal of Gerontology: Biological Sciences and Medical Sciences*  
*Journal of Performance Enhancement*  
*Journal of Physical Activity & Health*  
*Journal of Sport and Exercise Psychology*  
*Journal of Sport and Exercise Psychology*  
*Journal of Sport Sciences*  
*Journal of Strength and Conditioning Research*  
*Measurement in Physical Education and Exercise Science (MPEES)*  
*Medicine and Science in Sports and Exercise*  
*Pediatric Exercise Science*  
*Physiological Genomics*

*Research Quarterly in Exercise & Sport*  
*Strength and Conditioning Journal*

**Department recommended journals for Physical Education:**

*Adapted Physical Activity Quarterly*

*Dance Magazine*

*Journal of Applied Biomechanics*

*Journal of Dance Education*

*Journal of Health, Physical Education, Recreation, and Dance (JOHPERD)*

*Journal of Motor Behavior*

*Journal of Sport Behavior*

*Journal of Sport History*

*Journal of Teaching in Physical Education*

*Palaestra*

*Research Quarterly*

*Sociology of Sport Journal*

*Strategies*

*The Bulletin*