

University of Central Oklahoma
College of Education and Professional Studies
Promotion Ballot
Consideration for Promotion to Professor

Effective Classroom Teaching (60%)

- A. Self-Evaluation
- 1. List annual goals as submitted since last formal promotion review and a statement that articulates the connection between the instructor's goals and the degree of achievement of those goals. (Limit one page, double-spaced)
 - 2. Average scores from the student evaluations for each semester of the review period.
- B. Related Evidence of Teaching Effectiveness:
Complete a minimum of four (4) different teaching activities from the following list. For each entry provide the semester(s) and year(s).
- 1. Demonstrate curricular innovation through changing pedagogy (i.e. instructional strategies, new methods of teaching, or assessments).
 - 2. Develop a new course. Identify the basis for the new course and procedure and information used to develop the course content.
 - 3. Describe major changes made to course content or methods. Identify the previous course content/methods and describe how the changes have impacted students.
 - 4. Describe opportunities for students to learn in alternative formats.
 - 5. Incorporate supportive technologies associated with curriculum. Include a description of the new technologies and how they have enhanced or provided a value-added experience.
 - 6. Mentor research and/or teaching assistant(s). Describe the activities that were involved.
 - 7. Mentor student's practicum, internship, and/or capstone experiences. Describe the activities that were involved.
 - 8. Supervise an independent study or a directed reading. Provide the title of the independent study and the activities involved.
 - 9. Supervise a university-approved Study Tour. Describe the activities involved in the study tour including destination and the number of students involved.
 - 10. Supervise a Service Learning experience. Provide a description of the experience and the number of students involved.
 - 11. Awards or recognition for teaching excellence. Include the name and date of the award.
- C. Provide a brief description including specific activities of how you have provided transformative learning experiences in the area of Effective Teaching, addressing when appropriate the Central Six tenets. Limit to one page, double-spaced.

Scholarly/Creative Achievement (20%)

- A. Self-Evaluation: List annual goals as submitted since last formal promotion review and a statement that articulates the connection between the instructor's goals and the degree of achievement of those goals. (Limit one page, double-spaced)
- B. Complete a minimum of two (2) activities from the following. For each entry provide the semester(s) and year(s):
- 1. Presentation at a peer reviewed professional/scholarly meeting.
 - 2. Publish a book, book chapter(s), article in a professional journal (including electronic), or professional association publication, or other (with explanation included) that is peer reviewed, juried or refereed.
 - 3. Receive funding for an external grant.
- C. Complete a minimum of five (5) scholarly/creative activities from at least three (3) different categories below. For each entry provide the semester and year(s).
- 1. Presentation at a professional/scholarly meeting (international, national, regional, state, or local).
 - 2. Complete certification requirements or credentials related to one's teaching or content area(s).
 - 3. Develop new skills or knowledge through attendance at a professional conference, seminar, workshop, or meeting.
 - 4. Involve students in scholarly/research activities.
 - 5. Direct a Service Learning project. Provide a description of the experiences and the number of students involved.
 - 6. Participate in a grant writing activity including a grant review and/or grant management (include internal grants).

- 7. Design and/or supervise a creative project or program related to one's professional role at UCO.
- 8. Assist in conducting course, curriculum, and/or program reviews and/or prepare special reports.
- 9. Assist in the development of curriculum, accreditation and/or assessment instruments for recognized national, state, local and/or community organizations. Provide a description of the activity including the name of the organization.
- 10. Direct or serve on a research, capstone project, or thesis committee.

Contributions to the Institution and Profession (20%)

- A. Self-Evaluation: List annual goals as submitted since last formal promotion review and a statement that articulates the connection between the instructor's goals and the degree of achievement of those goals. (Limit one page, double-spaced)
- B. Complete a minimum of five (5) different service activities from at least three different categories below. A minimum of one activity must be completed in categories 4-7. For each entry provide the semester(s) and year(s).
- 1. Professional service to the community that is directly related to one's role at the university.
 - 2. Service to a professional organization (active membership, committee work, board membership, officer, sponsor, or journal reviewer).
 - 3. Judge academic activities or assisting with student contests.
 - 4. Service to the program by membership and/or contribution to a program-level committee or activity.
 - 5. Service to the department by membership and/or contribution to a department-level committee or activity.
 - 6. Service to the college by membership and/or contribution to a college-level committee or activity.
 - 7. Service to the university by membership and/or contribution to a university-level committee or activity.
 - 8. Service as a program coordinator.
 - 9. Student advisement, practicum supervision, and/or internship supervision. Describe the activities that were involved.
 - 10. Student retention or recruitment activities. Describe the activities that were involved.
 - 11. Manage special projects related to one's professional role at UCO. Describe the activities that were involved.
 - 12. Conduct Professional Enhancement presentations defined as in-service and workshops to the university or other constituent groups.
 - 13. Teacher Education Faculty must complete a minimum of ten hours of PK-12 school experience each academic year.