2027

Athens State Promotion/Tenure

Portfolio Template

Candidate Name:

|  |  |
| --- | --- |
| [ Insert a Photo Here. Make sure it is appropriate size ] | **Current Position:** |
| [Enter Current Rank / Position Here] |
| **Hired Date / Last Promotion Date:** |
| [Month and Year of Hire or Last Promotion] |
|  |
| **Applying for Position:** |
| [Enter Rank / Position You are Applying for] |
| **Applying for Tenure:** |
| [Enter Yes or No] |

**Career Overview:**

[ Briefly summarize your career and activities as a faculty member. Although you can reflect and summarize on your entire career, provide more detail and description on the timeframe being evaluated for promotion ]

**Future Goals:**

[ Briefly describe where you would like to see yourself in 5 years related to your career ]

**Special Circumstances:**

[ Briefly describe any circumstances in which it was agreed upon by your dean and the provost the would impact the way this review should be handled. Examples would include an agreement that work from a previous institution should be counted or something similar. If no arrangement was made, just enter NA. ]

[ If a previous arrangement was made, provide proof as a link to an artifact here. Otherwise, delete this portion of this section ]

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# Teaching Effectiveness

## Teaching Philosophy:

[ Insert your Teaching Philosophy here. Ideally it should take between 1 and 2 pages. However, that is not a requirement. Candidates should take as much or as little space as needed to complete this section ]

## Completed Projects:

### Implementation of New Knowledge and Teaching Techniques

#### 2024

**Semester:** xxxx xxxxx

**Completed Reflection:** [ Use the [template](https://athensstate.box.com/shared/static/bs6xrbaevcgff6rrxm084luosp1hqngg.docx) as an Artifact – Then Link to It ]

**Artifact Link(s):** [ Link additional artifacts demonstrating technique in course ]

|  |  |  |  |
| --- | --- | --- | --- |
| Method: | Implementation Plan | Reflection Included | Growth Plan Included |
| xxxxxx | [ Yes or No ] | [ Yes or No ] | [ Yes or No ] |
| Notes: |  |

#### 2023

**Semester:** xxxx xxxxx

**Artifact Link(s):** [ Use the [template](https://athensstate.box.com/shared/static/bs6xrbaevcgff6rrxm084luosp1hqngg.docx) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Method: | Implementation Plan | Reflection Included | Growth Plan Included |
| xxxxxx | [ Yes or No ] | [ Yes or No ] | [ Yes or No ] |
| Notes: |  |

### Additional Credentials Outside of Promotion Requirements

#### 2024

**Artifact Link(s):** [ link to artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Certification: | Semester / Year Acquired | Annual Renewal |
| xxxxx | xxxxx | [ Yes or No ] |
| Notes: |  |

### Peer Review of Courses

#### 2024

**Course:** Semester

**Semester:** Spring 2024

**Artifact Link(s):** [Link to [template of Peer Review Summary](https://athensstate.box.com/s/bihd6lc5t5kj28swxm8vccpajijrtbbc) and complete for artifact ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Average Score | Reflection Included | Growth Plan Included |
| Course Design | 97 | Yes | Yes |
| Notes: |  |

### Course Evaluations and Reflections

#### 2024

**Artifact Link(s):** [ Use the [template](https://athensstate.box.com/s/6oyre463fjuc0pzn2dy3uhxb7udybw6w) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Semesters Included: | Average Score | Reflection Included | Growth Plan Included |
| xxxxxx | xxxx | [ Yes or No ] | [ Yes or No ] |
| Notes: |  |

#### 2023

**Artifact Link(s):** [ Use the [template](https://athensstate.box.com/s/6oyre463fjuc0pzn2dy3uhxb7udybw6w) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Semesters Included: | Average Score | Reflection Included | Growth Plan Included |
| xxxxxx | xxxx | [ Yes or No ] | [ Yes or No ] |
| Notes: |  |

### Awards and Recognitions Related to Teaching

#### 2024

**Semester:** Fall 2022

**Artifact Link(s): [** Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Award: | Type | Organization |
| xxxxxxxxx | xxxxxxxx | xxxxxx |
| Notes: |  |

### Creation or Redesign of New Courses / Programs

#### 2024

**Item Created / Redesigned:** [ Enter Name of Program or Course Here ]

**Semester:** Fall 2023

**Artifact Link(s):** [ Link to Completed CRR, Email Communication Verifying completion, or ACHE Notification ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | New or Redesign | Role | Number of Contributors |
| [ Program or Course ] | [ New or Redesign ] | xxxxxx | xxx |
| Notes: | [ List Additional Contributors if there were any ] |

### Student Advisement (Preparation for Post-Graduation Success)

#### 2024

**Artifact Link(s):** [ Link to Artifact ]

|  |
| --- |
| Type of Communication: |
| xxxxxxxx |
| Notes: |  |

### Student Advisement (Dissertation / Thesis / Research Guidance)

#### 2024

**Artifact Link(s):** [ Link to Artifact ]

|  |  |  |  |
| --- | --- | --- | --- |
| Level of Project: | Role on Project | Project Success | Outside Collab |
| xxxxxxx | xxxxxx | [ Yes or No ] | xxxxx |
| Notes: |  |

## Upcoming Projects:

### Implementation of New Knowledge and Teaching Techniques

#### 2024

**Semester:** xxxx xxxxx

**Artifact Link(s):** [ Use the [template](https://athensstate.box.com/shared/static/bs6xrbaevcgff6rrxm084luosp1hqngg.docx) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Method: | Implementation Plan | Reflection Included | Growth Plan Included |
| xxxxxx | [ Yes or No ] | [ Yes or No ] | [ Yes or No ] |
| Notes: |  |

#### 2023

**Semester:** xxxx xxxxx

**Artifact Link(s):** [ Use the [template](https://athensstate.box.com/shared/static/bs6xrbaevcgff6rrxm084luosp1hqngg.docx) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Method: | Implementation Plan | Reflection Included | Growth Plan Included |
| xxxxxx | [ Yes or No ] | [ Yes or No ] | [ Yes or No ] |
| Notes: |  |

### Additional Credentials Outside of Promotion Requirements

#### 2024

**Artifact Link(s):** [ link to artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Certification: | Semester / Year Acquired | Annual Renewal |
| xxxxx | xxxxx | [ Yes or No ] |
| Notes: |  |

### Peer Review of Courses

#### 2024

**Course:** Semester

**Semester:** Spring 2024

**Artifact Link(s):** [Link to [template of Peer Review Summary](https://athensstate.box.com/s/bihd6lc5t5kj28swxm8vccpajijrtbbc) and complete for artifact ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Average Score | Reflection Included | Growth Plan Included |
| Course Design | 97 | Yes | Yes |
| Notes: |  |

### Course Evaluations and Reflections

#### 2024

**Artifact Link(s):** [ Use the [template](https://athensstate.box.com/s/6oyre463fjuc0pzn2dy3uhxb7udybw6w) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Semesters Included: | Average Score | Reflection Included | Growth Plan Included |
| xxxxxx | xxxx | [ Yes or No ] | [ Yes or No ] |
| Notes: |  |

#### 2023

**Artifact Link(s):** [ Use the [template](https://athensstate.box.com/s/6oyre463fjuc0pzn2dy3uhxb7udybw6w) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Semesters Included: | Average Score | Reflection Included | Growth Plan Included |
| xxxxxx | xxxx | [ Yes or No ] | [ Yes or No ] |
| Notes: |  |

### Awards and Recognitions Related to Teaching

#### 2024

**Semester:** Fall 2022

**Artifact Link(s): [** Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Award: | Type | Organization |
| xxxxxxxxx | xxxxxxxx | xxxxxx |
| Notes: |  |

### Creation or Redesign of New Courses / Programs

#### 2024

**Semester:** Fall 2023

**Artifact Link(s):** [ Link to Completed CRR, Email Communication Verifying completion, or ACHE Notification ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | New or Redesign | Role | Number of Contributors |
| [ Program or Course ] | [ New or Redesign ] | xxxxxx | xxx |
| Notes: | [ List Additional Contributors if there were any ] |

### Student Advisement (Preparation for Post-Graduation Success)

#### 2024

**Artifact Link(s):** [ Link to Artifact ]

|  |
| --- |
| Type of Communication: |
| xxxxxxxx |
| Notes: |  |

### Student Advisement (Dissertation / Thesis / Research Guidance)

#### 2024

**Project:** [ Enter Student / Project Name Here ]

**Description:** [ Enter Project Description Here ]

**Artifact Link(s):** [ Link to Artifact ]

|  |  |  |  |
| --- | --- | --- | --- |
| Level of Project: | Role on Project | Project Success | Outside Collab |
| xxxxxxx | xxxxxx | [ Yes or No ] | xxxxx |
| Notes: |  |

# Scholarly Activities

## Research Philosophy:

[ Insert your general philosophy and preferred style of research here ]

## Research Interests:

[ List your top five or so areas of interest when it comes to research ]

## Research Goals for the Next 5 Years:

[ List at least three goals you would like to accomplish in the next five years related to research ]

## Completed Projects:

### Publications

#### 2023

**[Cite your publication here. Bold the authors. Use whichever citation style is associated with your field ]**

**Organization:** [ Unless specified in he citation, put the organization publishing the citation here. If it is in the citation, you can delete this line ]

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Review Status | Audience Level | Outside | Student |
| [ Type of Publication ] | [ Enter Review Status Here. Link to artifact demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] | [ Yes / No . If it is not clear who the student is, put a not in the Notes section below. ] |
| Notes: |  |

#### 2022

**[Cite your publication here. Bold the authors. Use whichever citation style is associated with your field ]**

**Organization:** [ Unless specified in he citation, put the organization publishing the citation here. If it is in the citation, you can delete this line ]

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Review Status | Audience Level | Outside | Student |
| [ Type of Publication ] | [ Enter Review Status Here. Link to artifact demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] | [ Yes / No . If it is not clear who the student is, put a not in the Notes section below. ] |
| Notes: |  |

### Presentations

#### 2023

**[Cite your presentation here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Review Status | Audience Level | Outside | Student |
| [ Type of Presentation ] | [ Enter Review Status Here. Link to artifact demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] | [ Yes / No . If it is not clear who the student is, put a not in the Notes section below. ] |
| Notes: |  |

**[Cite your presentation here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Review Status | Audience Level | Outside | Student |
| [ Type of Presentation ] | [ Enter Review Status Here. Link to artifact demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] | [ Yes / No . If it is not clear who the student is, put a not in the Notes section below. ] |
| Notes: |  |

#### 2022

**[Cite your presentation here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Review Status | Audience Level | Outside | Student |
| [ Type of Presentation ] | [ Enter Review Status Here. Link to artifact demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] | [ Yes / No . If it is not clear who the student is, put a not in the Notes section below. ] |
| Notes: |  |

**[Cite your presentation here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Review Status | Audience Level | Outside | Student |
| [ Type of Presentation ] | [ Enter Review Status Here. Link to artifact demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] | [ Yes / No . If it is not clear who the student is, put a not in the Notes section below. ] |
| Notes: |  |

### Creative Works (Visual Arts)

#### 2024

**[Cite your show or display here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Audience Level | Multiple Pieces | Award in Show | Commission Amount |
| [ Type of Show or Display ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No. Provide Link to Artifact Demonstrating it ] | [ Yes / No. Provide Link to Artifact Demonstrating it ] | [ If commissioned, place the value of commission here with Link to Artifact Demonstrating it Otherwise, enter NA. ] |
| Notes: |  |

#### 2023

**[Cite your show or display here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Audience Level | Multiple Pieces | Award in Show | Commission Amount |
| [ Type of Show or Display ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No. Provide Link to Artifact Demonstrating it ] | [ Yes / No. Provide Link to Artifact Demonstrating it ] | [ If commissioned, place the value of commission here with Link to Artifact Demonstrating it Otherwise, enter NA. ] |
| Notes: |  |

### Creative Works (Theatre)

#### 2024

**[Cite your theatre production here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |
| --- | --- | --- | --- |
| Semester: | Seats Sold | Role  | New Technique |
| [ Semester Play was Performed ] | [[](https://athensstate.box.com/s/67fg3oubpnazowe39nj3yq0it5udzpbl) Number of Seats / Tickets Sold with Link to Artifact Demonstrating it ] | [ Enter Role Here ] | [ Yes / No. Then fill out [Reflection Template](https://athensstate.box.com/s/aiarw4znm73yu01bfml2w65wen3qi14x) and Link it to the Yes / No here. ] |
| Notes: |  |

#### 2023

**[Cite your presentation here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |
| --- | --- | --- | --- |
| Semester: | Seats Sold | Role  | New Technique |
| [ Semester Play was Performed ] | [[](https://athensstate.box.com/s/67fg3oubpnazowe39nj3yq0it5udzpbl) Number of Seats / Tickets Sold with Link to Artifact Demonstrating it ] | [ Enter Role Here ] | [ Yes / No. Then fill out [Reflection Template](https://athensstate.box.com/s/aiarw4znm73yu01bfml2w65wen3qi14x) and Link it to the Yes / No here. ] |
| Notes: |  |

### Grants

#### 2024

**[Cite your grant here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grant Stage | Award Amount | Impact Level | Role on Grant | Outside |
| [ Enter the stage of the grant here ] | [ Enter Award Amount of NA if not awarded yet ] | [ Enter the impact level of the grant ] | [ Enter Your Role ] | [ Yes / No ] |
| Grant Life: | [ Enter the duration of work on the grant post award ] |
| Notes: |  |

### Exhibitions and Exhibit Curation

#### 2024

**[Cite your curation or display here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Size of Curation | Audience Level | Contribution Level | Outside |
| [ Type of Curation or Display ] | [ Insert # of display cabinets for same topic. Provide Link to Artifact Demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Insert what your role in the curation was. ] | [ Yes / No ] |
| Notes: |  |

#### 2023

**[Cite your curation or display here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Size of Curation | Audience Level | Contribution Level | Outside |
| [ Type of Curation or Display ] | [ Insert # of display cabinets for same topic. Provide Link to Artifact Demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Insert what your role in the curation was. ] | [ Yes / No ] |
| Notes: |  |

### Hosting Workshops/Training Sessions

#### 2024

**[Cite the workshop or training you hosted. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Paid / Contract | Duration (hrs)  | Audience | Collab |
| [ Insert whether or not a Training / Workshop ] | [ Yes / No. Link to artifact demonstrating it ] | [ Enter the number of hours the workshop / training was scheduled for ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] |
| Notes: |  |

#### 2023

**[Cite the workshop or training you hosted. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Paid / Contract | Duration (hrs)  | Audience | Collab |
| [ Insert whether or not a Training / Workshop ] | [ Yes / No. Link to artifact demonstrating it ] | [ Enter the number of hours the workshop / training was scheduled for ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] |
| Notes: |  |

### Multimedia Distribution

#### 2023

**[Cite your multimedia distribution channel here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Media | Overall Subscribers | Increase in Subscribers | Overall Hits / Interactions | Increase in Hits / Interactions |
| [ Enter the Type of Media Channel here ] | [ # of subscribers ] | [ increase in subscribers over 1 year ] | [ Overall Hits / Interactions / Metrics ] | [ Increase in Hits / Interactions / Metrics over 1 year ] |
| Notes: |  |

### Awards and Recognitions Related to Research

#### 2024

**Semester:** [ Semester Earned ]

**Artifact Link(s): [** Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Award: | Type | Organization |
| xxxxxxxxx | xxxxxxxx | xxxxxx |
| Notes: |  |

## Upcoming Projects:

### Publications

#### 2025

**[Cite your publication here. Bold the authors. Use whichever citation style is associated with your field ]**

**Organization:** [ Unless specified in he citation, put the organization publishing the citation here. If it is in the citation, you can delete this line ]

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Review Status | Audience Level | Outside | Student |
| [ Type of Publication ] | [ Enter Review Status Here. Link to artifact demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] | [ Yes / No . If it is not clear who the student is, put a not in the Notes section below. ] |
| Notes: |  |

### Presentations

#### 2025

**[Cite your presentation here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Review Status | Audience Level | Outside | Student |
| [ Type of Presentation ] | [ Enter Review Status Here. Link to artifact demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] | [ Yes / No . If it is not clear who the student is, put a not in the Notes section below. ] |
| Notes: |  |

### Creative Works (Visual Arts)

#### 2025

**[Cite your show or display here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Audience Level | Multiple Pieces | Award in Show | Commission Amount |
| [ Type of Show or Display ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No. Provide Link to Artifact Demonstrating it ] | [ Yes / No. Provide Link to Artifact Demonstrating it ] | [ If commissioned, place the value of commission here with Link to Artifact Demonstrating it Otherwise, enter NA. ] |
| Notes: |  |

### Creative Works (Theatre)

#### 2025

**[Cite your theatre production here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |
| --- | --- | --- | --- |
| Semester: | Seats Sold | Role  | New Technique |
| [ Semester Play was Performed ] | [[](https://athensstate.box.com/s/67fg3oubpnazowe39nj3yq0it5udzpbl) Number of Seats / Tickets Sold with Link to Artifact Demonstrating it ] | [ Enter Role Here ] | [ Yes / No. Then fill out [Reflection Template](https://athensstate.box.com/s/aiarw4znm73yu01bfml2w65wen3qi14x) and Link it to the Yes / No here. ] |
| Notes: |  |

### Grants

#### 2025

**[Cite your grant here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grant Stage | Award Amount | Impact Level | Role on Grant | Outside |
| [ Enter the stage of the grant here ] | [ Enter Award Amount of NA if not awarded yet ] | [ Enter the impact level of the grant ] | [ Enter Your Role ] | [ Yes / No ] |
| Grant Life: | [ Enter the duration of work on the grant post award ] |
| Notes: |  |

### Exhibitions and Exhibit Curation

#### 2025

**[Cite your curation or display here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Size of Curation | Audience Level | Contribution Level | Outside |
| [ Type of Curation or Display ] | [ Insert # of display cabinets for same topic. Provide Link to Artifact Demonstrating it ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Insert what your role in the curation was. ] | [ Yes / No ] |
| Notes: |  |

### Hosting Workshops/Training Sessions

#### 2025

**[Cite the workshop or training you hosted. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type: | Paid / Contract | Duration (hrs)  | Audience | Collab |
| [ Insert whether or not a Training / Workshop ] | [ Yes / No. Link to artifact demonstrating it ] | [ Enter the number of hours the workshop / training was scheduled for ] | [ Enter Audience Level Here. Link to artifact demonstrating it ] | [ Yes / No ] |
| Notes: |  |

### Multimedia Distribution

#### 2025

**[Cite your multimedia distribution channel here. Bold the authors. Use whichever citation style is associated with your field ]**

**Artifact Link(s):** [insert link to artifact here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Media | Overall Subscribers | Increase in Subscribers | Overall Hits / Interactions | Increase in Hits / Interactions |
| [ Enter the Type of Media Channel here ] | [ # of subscribers ] | [ increase in subscribers over 1 year ] | [ Overall Hits / Interactions / Metrics ] | [ Increase in Hits / Interactions / Metrics over 1 year ] |
| Notes: |  |

### Awards and Recognitions Related to Research

#### 2025

**Semester:** [ Semester Earned ]

**Artifact Link(s): [** Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Award: | Type | Organization |
| xxxxxxxxx | xxxxxxxx | xxxxxx |
| Notes: |  |

# Service

## Service Philosophy:

[ Insert your general philosophy and preferred style of research here ]

## Overview of Service Activities:

[ Insert a concise summary of your service contributions over the review period, with an emphasis on sustained, long-term initiatives. Rather than detailing individual or one-time service activities, focus on the broader impact of your ongoing commitments and their significance to your professional growth and the institution ]

## Completed Projects:

### Service to the Institution

#### Participation in University Committees

##### 2023 - 2024

**Committee:** [ Name of Committee Here ]

**Link to Overview of Participation:** [ Complete the [Committee Participation Template](https://athensstate.box.com/s/0ybx53fz4hilhv903t9dnb52zkvllhae) and link to the saved file to demonstrate participation level ]

**Artifact Link(s):** [ Link to Artifact Here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type / Level: | Role | Start Date | End Date | # of Active Months |
| [ List the Type of Committee Here ] | [ List your role here ] | [ List the Month / Year You Started on the Committee ] | [ List the Month / Year your term on the Committee ends ] | [ Enter the # of months currently served on the committee for the given year ] |
| Notes: |  |

#### Participation in Temporary Task Forces

##### 2023 - 2024

**Task Force:** [ Name of Committee Here ]

**Link to Overview of Participation:** [ Complete the [Committee Participation Template](https://athensstate.box.com/s/0ybx53fz4hilhv903t9dnb52zkvllhae) and link to the saved file to demonstrate participation level ]

**Artifact Link(s):** [ Link to Artifact Here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type / Level: | Role | Start Date | End Date | # of Active Months |
| [ List the Type of Committee Here ] | [ List your role here ] | [ List the Month / Year You Started on the Committee ] | [ List the Month / Year your term on the Committee ends ] | [ Enter the # of months currently served on the committee for the given year ] |
| Notes: |  |

#### Appointment of Administrator Level Duties

##### 2023 - 2024

**Position:** [ Enter Name of Position ]

**Artifact Link(s):** [ Link to Artifacts ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appointment Level: | # of Reports | Start Date | End Date | # of Months |
| [ Enter Type of Appointment ] | [ Enter the # of direct reports to the position ] | [ Enter the Start Date of the Assignment ] | [ Enter the End Date of the Assignment ] | [ Enter the number of months currently served in the position ] |
| Notes: |  |

#### Producing Institutional Reports

##### 2024

**Report Name:** [ Name of Institutional Report Worked On ]

**Link to Overview of Participation:** [ Complete the [Report Writing Participation Template](https://athensstate.box.com/s/khqtsntqxs8o9zvxgsjriuv12kz5lkv0) and link to the saved file to demonstrate participation level ]

**Artifact Link(s):** [ Link to Artifact Here ]

|  |  |  |  |
| --- | --- | --- | --- |
| Report Level: | Role | Start Date | End Date |
| [ List the Level of the Report Here ] | [ List your role on the report team here ] | [ List the Start Date of Work on the Report ] | [ List the End Date / Submission Date of the Report ] |
| Notes: |  |

#### Supporting University Initiatives

##### 2024

**Semester:** [ Semester Earned ]

**Artifact Link(s): [** Link to Artifact ]

|  |  |
| --- | --- |
| Name of Initiative: | Level of Initiative |
| xxxxxxxxx | xxxxxxxx |
| Notes: |  |

#### Faculty Mentorship

##### 2024

**Artifact Link(s): [** Link to Artifact ]

|  |
| --- |
| Type of Mentoring: |
| [ Leading Event / Letter of Support from Mentee ] |
| Notes: |  |

#### Representing the University in Public Media

##### 2024

**Artifact Link(s): [** Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Organization / Event: | Date | Level of Audience |
| [ Enter name of organization or event ] | [ Enter the Month / Year of Event ] | [ National / Local ] |
| Notes: |  |

#### Participation in Student Organizations

##### 2024

**Name of Student Organization:** [ Enter Name of Student Organization ]

**Artifact Link(s):** [ Link to Artifacts. ]

|  |  |  |  |
| --- | --- | --- | --- |
| Official Student Organization: | Role in Organization | Level of Organizational Activity | # of Months Active |
| [ Yes / No. Include Link to Evidence from Student Affairs that Organization Is Officially Recognized by the University ] | [ Enter your role in the organization along with Link to Artifact Demonstrating it ] | [ Enter the level of activity produced by the organization along with Link to Artifact Demonstrating it ] | [ Enter the Number of Months You Have Served in this Role ] |
| Notes: |  |

**Name of Student Organization:** [ Enter Name of Student Organization ]

**Artifact Link(s):** [ Link to Artifacts. ]

|  |  |  |
| --- | --- | --- |
| Name of Event Participated In: | Date of Event | Affiliated with Student Organization |
| [ Enter the name of the Event You Attended for A Student Organization ] | [ Enter the Date of the Event you Participated In ] | [ Yes / No ] |
| Notes: |  |

#### Faculty – Student Advising and Mentorship

##### 2024

**Artifact Link(s):** [ Use the [General Communication Plan Reflection Template](https://athensstate.box.com/s/bjaqi8oby7bjso05ubi40bhoyuh00gek) or the [At-Risk Student Support Plan Reflection](https://athensstate.box.com/s/4x14p6ydhruhujxvmblk0b3yw4r3sb59) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Plan: | Reviewed by Student Success | Reflection Included | Growth Plan Included |
| [ General Communication / At-Risk Student ] | [ Yes / No ] | [ Yes / No ] | [ Yes / No ] |
| Notes: |  |

**Name of Collaborative Advising Effort:** [ Enter Name of Student Organization ]

**Artifact Link(s):** [ Link to Artifacts. ]

|  |  |
| --- | --- |
| Primary Contact in Effort: | Semester |
| [ Enter the name of the Student Affairs individual which headed up collaborative effort ] | [ Enter the semester the collaborative effort took place ] |
| Notes: |  |

##### 2023

**Artifact Link(s):** [ Use the [General Communication Plan Reflection Template](https://athensstate.box.com/s/bjaqi8oby7bjso05ubi40bhoyuh00gek) or the [At-Risk Student Support Plan Reflection](https://athensstate.box.com/s/4x14p6ydhruhujxvmblk0b3yw4r3sb59) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Plan: | Reviewed by Student Success | Reflection Included | Growth Plan Included |
| [ General Communication / At-Risk Student ] | [ Yes / No ] | [ Yes / No ] | [ Yes / No ] |
| Notes: |  |

**Name of Collaborative Advising Effort:** [ Enter Name of Student Organization ]

**Artifact Link(s):** [ Link to Artifacts. ]

|  |  |
| --- | --- |
| Primary Contact in Effort: | Semester |
| [ Enter the name of the Student Affairs individual which headed up collaborative effort ] | [ Enter the semester the collaborative effort took place ] |
| Notes: |  |

#### Participation in Student Affairs and Recruiting Initiatives

##### 2024

**Artifact Link(s):** [ Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Semester of Event: | Hours Served | Location of Event |
| [ Enter the Semester the Event Occurred ] | [ Enter the # of Hours You Worked the Event ] | [ Enter the City, State of the Event ] |
| Notes: |  |

### Service to the Community

#### Service to Private and Public Entities

##### 2024

**Artifact Link(s):** [ Enter Link to Artifact ]

|  |  |  |  |
| --- | --- | --- | --- |
| Organization Name: | Role  | Level of Organization | Paid or Volunteered |
| [ General Communication / At-Risk Student ] | [ Board / Leadership / One-Time Project ] | [ Enter the level of the organization in which you serve or the project was completed ] | [ Paid / Voted Appointment / Volunteer ] |
| Notes: |  |

#### Awards and Recognitions Related to Community Service

##### 2024

**Semester:** [ Semester Earned ]

**Artifact Link(s): [** Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Award: | Organization Name | Organization Level |
| xxxxxxxxx | xxxxxxxx | xxxxxx |
| Notes: |  |

#### Informal and Non-Academic Community Service

##### 2024

**Organization / Event:**  [ Enter the name of the organization and the event you volunteered for ]

**Artifact Link(s):** [ Link to Artifact Here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type / Level: | Role | Start Date | End Date | # of Months |
| [ Enter the Type of Volunteer Work ] | [ Enter Your Role ] | [ Enter the Start Date of the Event ] | [ Enter the End Date of the Event (same as Start Date if Event was One Day ] | [ Enter # of Months. Put 1 for One Day Events ] |
| Notes: | I served as the head coach for the K-2nd Flag Football Team. |

### Service to the Profession

#### Active Participation in Professional Organizations

##### 2024

**Organization:** [ Enter Name of Organization ]

**Overview of Participation:** I maintain active status with OLC and participate in conferences, webinars and presentations with the group.

**Artifact Link(s):** [ Use the [Professional Organization Activity Template](https://athensstate.box.com/s/s9gkzdzum8tzl11qt0po826xwx879ncm) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type / Level: | Role | Dues Paying | URL |
| [ Enter Level of Organization Here ] | [ Enter Your Role Here ] | [ Yes / No ] | [ Link to Organizations Website Here ] |
| Notes: |  |

#### Organizing Conferences or Service on Conference Committees

##### 2024

**Conference:** [ Enter Conference Name ]

**Organization:** [ Enter Hosting Organization ]

**Artifact Link(s):** [ Use the [Conference Organization Activity Template](https://athensstate.box.com/s/a70vma6ukez16gkkb8mlsqavoe86zin2) as an Artifact – Then Link to It ]

|  |  |  |
| --- | --- | --- |
| Conference Level: | Role | Level of Activity |
| [ Enter Audience Level of Conference ] | [ Enter Your Role ] | [ Enter Your Level of Activity ] |
| Notes: |  |

#### Refereeing Manuscripts, Conference Submissions, or Grant Proposals

##### 2024

**Name of Review Submission:** [ Enter the Name of the Submission You Served as a Reviewer for ]

**Organization:** [ Enter Organization Associated with the Item Your Are Reviewing ]

**Artifact Link(s):** [ Enter a Link to the Artifact Here ]

|  |  |
| --- | --- |
| Organization Level: | Role |
| [ Enter Audience Level of Organization ] | [ Enter Your Role in the Review ] |
| Notes: |  |

#### Serving as a Reviewer for an Organization or Part of an Accreditation Team

##### 2024

**Name of Accreditation Review:** [ Enter the Name of the Review Being Conducted ]

**Accrediting Organization:** [ Enter the Name of the Accrediting Organization ]

**Artifact Link(s):** [ Enter Artifact Link Here ]

|  |  |  |
| --- | --- | --- |
| Organization Level: | Role | Accreditation Team |
| [ Enter Level of the Accrediting Organization ] | [ Enter Your Role ] | [ Yes / No. Provide artifact demonstrating you were part of an official accreditation team ] |
| Notes: |  |

## Upcoming Projects:

### Service to the Institution

#### Participation in University Committees

##### 2023 - 2024

**Committee:** [ Name of Committee Here ]

**Link to Overview of Participation:** [ Complete the [Committee Participation Template](https://athensstate.box.com/s/0ybx53fz4hilhv903t9dnb52zkvllhae) and link to the saved file to demonstrate participation level ]

**Artifact Link(s):** [ Link to Artifact Here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type / Level: | Role | Start Date | End Date | # of Active Months |
| [ List the Type of Committee Here ] | [ List your role here ] | [ List the Month / Year You Started on the Committee ] | [ List the Month / Year your term on the Committee ends ] | [ Enter the # of months currently served on the committee for the given year ] |
| Notes: |  |

#### Participation in Temporary Task Forces

##### 2023 - 2024

**Task Force:** [ Name of Committee Here ]

**Link to Overview of Participation:** [ Complete the [Committee Participation Template](https://athensstate.box.com/s/0ybx53fz4hilhv903t9dnb52zkvllhae) and link to the saved file to demonstrate participation level ]

**Artifact Link(s):** [ Link to Artifact Here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type / Level: | Role | Start Date | End Date | # of Active Months |
| [ List the Type of Committee Here ] | [ List your role here ] | [ List the Month / Year You Started on the Committee ] | [ List the Month / Year your term on the Committee ends ] | [ Enter the # of months currently served on the committee for the given year ] |
| Notes: |  |

#### Appointment of Administrator Level Duties

##### 2023 - 2024

**Position:** [ Enter Name of Position ]

**Artifact Link(s):** [ Link to Artifacts ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appointment Level: | # of Reports | Start Date | End Date | # of Months |
| [ Enter Type of Appointment ] | [ Enter the # of direct reports to the position ] | [ Enter the Start Date of the Assignment ] | [ Enter the End Date of the Assignment ] | [ Enter the number of months currently served in the position ] |
| Notes: |  |

#### Producing Institutional Reports

##### 2024

**Report Name:** [ Name of Institutional Report Worked On ]

**Link to Overview of Participation:** [ Complete the [Report Writing Participation Template](https://athensstate.box.com/s/khqtsntqxs8o9zvxgsjriuv12kz5lkv0) and link to the saved file to demonstrate participation level ]

**Artifact Link(s):** [ Link to Artifact Here ]

|  |  |  |  |
| --- | --- | --- | --- |
| Report Level: | Role | Start Date | End Date |
| [ List the Level of the Report Here ] | [ List your role on the report team here ] | [ List the Start Date of Work on the Report ] | [ List the End Date / Submission Date of the Report ] |
| Notes: |  |

#### Supporting University Initiatives

##### 2024

**Semester:** [ Semester Earned ]

**Artifact Link(s): [** Link to Artifact ]

|  |  |
| --- | --- |
| Name of Initiative: | Level of Initiative |
| xxxxxxxxx | xxxxxxxx |
| Notes: |  |

#### Faculty Mentorship

##### 2024

**Artifact Link(s): [** Link to Artifact ]

|  |
| --- |
| Type of Mentoring: |
| [ Leading Event / Letter of Support from Mentee ] |
| Notes: |  |

#### Representing the University in Public Media

##### 2024

**Artifact Link(s): [** Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Organization / Event: | Date | Level of Audience |
| [ Enter name of organization or event ] | [ Enter the Month / Year of Event ] | [ National / Local ] |
| Notes: |  |

#### Participation in Student Organizations

##### 2024

**Name of Student Organization:** [ Enter Name of Student Organization ]

**Artifact Link(s):** [ Link to Artifacts. ]

|  |  |  |  |
| --- | --- | --- | --- |
| Official Student Organization: | Role in Organization | Level of Organizational Activity | # of Months Active |
| [ Yes / No. Include Link to Evidence from Student Affairs that Organization Is Officially Recognized by the University ] | [ Enter your role in the organization along with Link to Artifact Demonstrating it ] | [ Enter the level of activity produced by the organization along with Link to Artifact Demonstrating it ] | [ Enter the Number of Months You Have Served in this Role ] |
| Notes: |  |

**Name of Student Organization:** [ Enter Name of Student Organization ]

**Artifact Link(s):** [ Link to Artifacts. ]

|  |  |  |
| --- | --- | --- |
| Name of Event Participated In: | Date of Event | Affiliated with Student Organization |
| [ Enter the name of the Event You Attended for A Student Organization ] | [ Enter the Date of the Event you Participated In ] | [ Yes / No ] |
| Notes: |  |

#### Faculty – Student Advising and Mentorship

##### 2024

**Artifact Link(s):** [ Use the [General Communication Plan Reflection Template](https://athensstate.box.com/s/bjaqi8oby7bjso05ubi40bhoyuh00gek) or the [At-Risk Student Support Plan Reflection](https://athensstate.box.com/s/4x14p6ydhruhujxvmblk0b3yw4r3sb59) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Plan: | Reviewed by Student Success | Reflection Included | Growth Plan Included |
| [ General Communication / At-Risk Student ] | [ Yes / No ] | [ Yes / No ] | [ Yes / No ] |
| Notes: |  |

**Name of Collaborative Advising Effort:** [ Enter Name of Student Organization ]

**Artifact Link(s):** [ Link to Artifacts. ]

|  |  |
| --- | --- |
| Primary Contact in Effort: | Semester |
| [ Enter the name of the Student Affairs individual which headed up collaborative effort ] | [ Enter the semester the collaborative effort took place ] |
| Notes: |  |

##### 2023

**Artifact Link(s):** [ Use the [General Communication Plan Reflection Template](https://athensstate.box.com/s/bjaqi8oby7bjso05ubi40bhoyuh00gek) or the [At-Risk Student Support Plan Reflection](https://athensstate.box.com/s/4x14p6ydhruhujxvmblk0b3yw4r3sb59) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Plan: | Reviewed by Student Success | Reflection Included | Growth Plan Included |
| [ General Communication / At-Risk Student ] | [ Yes / No ] | [ Yes / No ] | [ Yes / No ] |
| Notes: |  |

**Name of Collaborative Advising Effort:** [ Enter Name of Student Organization ]

**Artifact Link(s):** [ Link to Artifacts. ]

|  |  |
| --- | --- |
| Primary Contact in Effort: | Semester |
| [ Enter the name of the Student Affairs individual which headed up collaborative effort ] | [ Enter the semester the collaborative effort took place ] |
| Notes: |  |

#### Participation in Student Affairs and Recruiting Initiatives

##### 2024

**Artifact Link(s):** [ Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Semester of Event: | Hours Served | Location of Event |
| [ Enter the Semester the Event Occurred ] | [ Enter the # of Hours You Worked the Event ] | [ Enter the City, State of the Event ] |
| Notes: |  |

### Service to the Community

#### Service to Private and Public Entities

##### 2024

**Artifact Link(s):** [ Enter Link to Artifact ]

|  |  |  |  |
| --- | --- | --- | --- |
| Organization Name: | Role  | Level of Organization | Paid or Volunteered |
| [ General Communication / At-Risk Student ] | [ Board / Leadership / One-Time Project ] | [ Enter the level of the organization in which you serve or the project was completed ] | [ Paid / Voted Appointment / Volunteer ] |
| Notes: |  |

#### Awards and Recognitions Related to Community Service

##### 2024

**Semester:** [ Semester Earned ]

**Artifact Link(s): [** Link to Artifact ]

|  |  |  |
| --- | --- | --- |
| Name of Award: | Organization Name | Organization Level |
| xxxxxxxxx | xxxxxxxx | xxxxxx |
| Notes: |  |

#### Informal and Non-Academic Community Service

##### 2024

**Organization / Event:**  [ Enter the name of the organization and the event you volunteered for ]

**Artifact Link(s):** [ Link to Artifact Here ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type / Level: | Role | Start Date | End Date | # of Months |
| [ Enter the Type of Volunteer Work ] | [ Enter Your Role ] | [ Enter the Start Date of the Event ] | [ Enter the End Date of the Event (same as Start Date if Event was One Day ] | [ Enter # of Months. Put 1 for One Day Events ] |
| Notes: | I served as the head coach for the K-2nd Flag Football Team. |

### Service to the Profession

#### Active Participation in Professional Organizations

##### 2024

**Organization:** [ Enter Name of Organization ]

**Overview of Participation:** I maintain active status with OLC and participate in conferences, webinars and presentations with the group.

**Artifact Link(s):** [ Use the [Professional Organization Activity Template](https://athensstate.box.com/s/s9gkzdzum8tzl11qt0po826xwx879ncm) as an Artifact – Then Link to It ]

|  |  |  |  |
| --- | --- | --- | --- |
| Type / Level: | Role | Dues Paying | URL |
| [ Enter Level of Organization Here ] | [ Enter Your Role Here ] | [ Yes / No ] | [ Link to Organizations Website Here ] |
| Notes: |  |

#### Organizing Conferences or Service on Conference Committees

##### 2024

**Conference:** [ Enter Conference Name ]

**Organization:** [ Enter Hosting Organization ]

**Artifact Link(s):** [ Use the [Conference Organization Activity Template](https://athensstate.box.com/s/a70vma6ukez16gkkb8mlsqavoe86zin2) as an Artifact – Then Link to It ]

|  |  |  |
| --- | --- | --- |
| Conference Level: | Role | Level of Activity |
| [ Enter Audience Level of Conference ] | [ Enter Your Role ] | [ Enter Your Level of Activity ] |
| Notes: |  |

#### Refereeing Manuscripts, Conference Submissions, or Grant Proposals

##### 2024

**Name of Review Submission:** [ Enter the Name of the Submission You Served as a Reviewer for ]

**Organization:** [ Enter Organization Associated with the Item Your Are Reviewing ]

**Artifact Link(s):** [ Enter a Link to the Artifact Here ]

|  |  |
| --- | --- |
| Organization Level: | Role |
| [ Enter Audience Level of Organization ] | [ Enter Your Role in the Review ] |
| Notes: |  |

#### Serving as a Reviewer for an Organization or Part of an Accreditation Team

##### 2024

**Name of Accreditation Review:** [ Enter the Name of the Review Being Conducted ]

**Accrediting Organization:** [ Enter the Name of the Accrediting Organization ]

**Artifact Link(s):** [ Enter Artifact Link Here ]

|  |  |  |
| --- | --- | --- |
| Organization Level: | Role | Accreditation Team |
| [ Enter Level of the Accrediting Organization ] | [ Enter Your Role ] | [ Yes / No. Provide artifact demonstrating you were part of an official accreditation team ] |
| Notes: |  |