

# PERSONNEL DATA SHEET (PDS)

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |  |  | Date: |
| At what rank were you first employed at HSU?  |
| Date of initial appointment:  |  | Present rank:  |
| Effective date of appointment or promotion to present rank:  |
| Have you been awarded tenure? | Yes  | No  |
| Terminal degree received? | Yes  | No  |
| If No, Expected completion date:  |
| ***OR*** | Date equivalency or compensatory strengths approved:  |

1. **EDUCATION AND EMPLOYMENT BACKGROUND**
2. Education (in reverse chronological order – insert rows as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Institution/Location** | **Dates****Attended** | **Major Emphasis** | **Credits****Earned** | **Degree and****Date** |
| Since Last Promotion at HSU |  |  |  |  |
| Since Initial Appointment at HSU |  |  |  |  |
| Before Appointment at HSU |  |  |  |  |

1. Employment (in reverse chronological order – insert rows as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer (Institution) or** **Organization/Location**  | **Nature of Employment** | **Position/Rank** | **Dates** |

# Directions:

Probationary faculty/librarians/counselors:

List all relevant activities and accomplishments since your initial appointment at HSU. If the President has granted one or two years probationary credit for previous service, then activities and accomplishments at other institutions from those one or two academic years should be included.

Tenured faculty/librarians/counselors:

List only the activities and accomplishments completed since your last promotion, or appointment if not yet promoted. Include activities and accomplishments completed after the previous Working Personnel Action File (WPAF) was closed to new additions.

Equity and Inclusion

All faculty/librarians/counselors are expected to create inclusive learning environments and ensure that students are provided with equitable opportunities for success. Faculty may make contributions toward equity and inclusion in scholarly/creative activities and service aspects of their duties. In each of the sections below, please include contributions and achievements which further the University’s goals of providing an equitable education to all students and an inclusive community of scholars.

Assigned time responsibilities are listed in Section II. “Assigned time” or “release time” responsibilities are different from regular assigned duties. Responsibilities with “assigned time” are accompanied by a number of weighted teaching units (WTUs), in lieu of teaching responsibility, and are given to an individual for carrying out a specific assignment. The assignment or responsibility extends beyond the 3 WTUs normally given for collateral duties. Evaluation of assigned time responsibilities should be included in section 6 of the WPAF.

All accomplishments and activities in Sections II through V should be listed in reverse chronological order (i.e., beginning with the most recent). Cite accomplishments and activities only once, under the most appropriate section. Those that are relevant to more than one section should be cited in the most appropriate section with a note “Relevant also to Section ‘blank’ ” (Appendix J. Section VII. B.2.b)(2)(b)).

Evidence for items in the PDS must be included in the appropriate sections of the WPAF.

## EFFECTIVENESS (Appendix J, Section IX, B.1.)

1. Teaching Effectiveness
	1. List and describe courses taught, by course number and title, and assigned time for which WTUs were given. Use a table format to summarize WTUs, name/number of course, semester taught, enrollment.

*Sample Table Format:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Course*** | ***Title*** | ***Format*** | ***WTU*** | ***Enrollment*** |
| *Fall 2012* |  |  |  |  |
| *EGYPT 204* | *History* | *Lecture* | *3* | *25* |
| *EGYPT 208* | *Art Works* | *Lecture* | *3* | *21* |
| *EGYPT 208L* | *Art Works Lab* | *Lab* | *2* | *15* |
| *EGYPT 208L* | *Art Works Lab* | *Lab* | *2* | *23* |
| *EGYPT 440* | *Nile Field Trip* | *Field Trip* | *1* | *29* |
| *Assigned Time* | *Graduate Coordinator* |  | *1* |  |
|  |  | *Total* | *12* |  |

* 1. Include a teaching philosophy that illustrates your efforts to create an inclusive learning environment and employ effective educational practices for a diverse student population.
	2. Include additional information which relates to teaching effectiveness. This may include methods you use to improve your effectiveness, such as attendance at conferences/ meetings which promote professional development.
	3. Academic Advising Responsibilities (summarize)
	4. List and describe all “assigned time” responsibilities (see definition of assigned time in Directions above).
1. Librarianship Effectiveness
	1. List and describe librarian assignments. Indicate degree of complexity, responsibility and innovative nature.
	2. Include a philosophy of librarianship that illustrates your efforts to create an inclusive learning environment and employ effective practices for a diverse student population.
	3. Include any additional information which relates to your effectiveness as a librarian. This may include methods you use to improve your effectiveness, such as attendance at conferences/meetings which promote professional development.
	4. List and describe all “assigned time” responsibilities (see definition of assigned time in Directions above).
	5. If applicable, list and describe courses taught by course number and title. Use the table format illustrated in Section II. a.1. to summarize WTUs, name/number of course, semester taught and enrollment.
2. Counseling Effectiveness
	1. List and describe counseling assignments. Indicate degree of complexity, responsibility and innovative nature.
	2. Include a philosophy of counseling effectiveness that illustrates your efforts to create an inclusive environment and employ effective practices for a diverse student population.
	3. Include any additional information which relates to your effectiveness as a counselor. This may include methods you use to improve your effectiveness, such as attendance at conferences/meetings which promote professional development.
	4. List and describe all assigned time responsibilities (see definition of assigned time in Directions above).
	5. If applicable, list and describe courses taught by course number and title. Use the table format illustrated under Section II. a. 1. to summarize WTUs, name and number of course, semester taught and enrollment.

## SCHOLARLY/CREATIVE ACTIVITIES (Appendix J, Section IX.B.2.)

1. List all scholarly/creative activities, such as publications, professional presentations, exhibitions, recitals, demonstrations, etc. Indicate where and when publications appeared or presentations were made, and indicate if peer-reviewed. Include complete bibliographic citations. Specify the intended audience, for example, the general public and/or members of your profession.
2. List scholarly/creative activities in progress, with a brief description of the work completed thus far, the work remaining, the intended audience, and the expected date of completion.
3. Non-evaluative evidence of scholarly/creative activities is included in Section 8 of the WPAF.

## SERVICE (Appendix J, Section IX.B.3.)

1. Describe service responsibilities. Indicate type/level of service (university, profession, community), the period of service, amount of time spent on the activity (i.e., hours per week), and leadership position(s) held, if applicable.
2. List the professional and scholarly organizations in which you have current membership. Describe position(s) and dates of leadership, committee responsibilities, and any other contributions (e.g., editorial responsibilities, review of manuscripts, etc.).
3. Non-evaluative evidence of service is included in Section 9 of the WPAF.

## MISCELLANEOUS

List other accomplishments and activities which do not conveniently fit one of the above categories (Teaching/Librarianship/Counseling Effectiveness, Scholarly/Creative Activities, or Service).