



**DIVISION OF STUDENT AFFAIRS**  
**PERFORMANCE REVIEW**  
**PERSONNEL DATA SUMMARY (PDS) FORM**

**I. Candidate's Statement** (Maximum of 3-pages)

Describe your accomplishments in counseling effectiveness, professional growth, and service. Address your growth and innovation as a counselor and your development of a coherent research, scholarly, or creative activity program. Write so that a reader outside your discipline can understand your accomplishments. It may be helpful to consult the Senate Policy File section on RTP criteria for language to frame your accomplishments.

**II. Counseling Effectiveness**

- A. List and briefly describe five (5) significant items (an award, a new course, , an innovation, etc..) since degree or the last six (6) years, whichever is shorter, or (for faculty seeking promotion) since last promotion.

**III. Professional Growth**

List and briefly describe five (5) significant items (attendance and/or scholarly presentations at professional training institutes and workshops, developing curriculum for trainees, inters and/or peer educators, presentation of professional projects, publications of merit, awards and honors, grants and contracts, participation in workshops and panels and active participation in professional organizations) since degree or the last six (6) years, whichever is shorter, or (for faculty seeking promotion to Professor) since last promotion. Describe the significance of the item, the role you played in developing the item (if joint authored, your contribution), and the status of the journal or publisher. Also include the journal acceptance rate (if applicable), the status of the item (in press, accepted for publication, accepted for publication with revisions, submitted), and impact factor, if relevant to your field. For grants, be sure to provide the grant title, the candidate's role in developing the grant, the dollar amount, the status of the granting agency, acceptance rate, and the start and end date of the grant.

**IV. Service for the University and Community**

List and briefly describe five (5) significant items (a committee assignment, an office in a professional organization, an office in a relevant community organization, a lecture, participation in a service activity, a student outreach program, etc.) since degree or the last six (6) years, whichever is shorter, or (for faculty seeking promotion) since last promotion.