Personnel Action: General Directives

PLEASE DELETE THIS PAGE PRIOR TO SUBMISSION OF YOUR PAF TO THE PORTAL

The dates mentioned in the PAF and MAY MEMO are the suggested last dates that these events can occur for timely submission to the PAF portal. A draft of the entire application must be reviewed with your Chairperson ON OR BEFORE Thursday, October 24, 2013 in order that revisions may be made prior to submission to the Portal and before the departmental/divisional review. This will guarantee that the PAF is appropriately prepared for the Departmental or Divisional review and prevent untoward delays, re-meeting, etc., before being submitted to the next level of review.

1. It is the SOLE RESPONSIBILITY of the applicant requesting this personnel action to follow the format specified in these instructions and be able to verify the integrity of all data presented.

The guidelines in BLUE are advisory only and provided to assist you with some of the more frequent questions encountered.

2. ALL EVIDENCE and information relating to this action must be included at the time the PAF is transmitted to the Departmental or Divisional Personnel and Budget Committee through the Faculty Personnel Portal. No documents or information may be added at a later stage of the personnel action process that was not considered by the original reviewing committee. Therefore, if materials are found to be missing at any point in the review process, applications may be returned to the lower level committees for reconsideration. In order to avoid such errors, a draft of the application must be reviewed with the Chairperson prior to submission to the Portal.

Follow up evidence IS permitted. If, after your PAF has been submitted to the PORTAL, you learn that a paper, grant, etc., that is listed as pending on the PAF has now been accepted, please inform your Chairperson and/or Dean of this development. If possible, provide him or her with the email or letter confirming the acceptance. He or she will be permitted to present this to the committee.

3. All information requested for this form is to be completed according to the directions. Follow the prompts indicated in the keys next to the section. Use reverse chronological order where applicable.

4. All applicants must complete the Cover Page and the Table of Contents. These pages must constitute the first two pages of your application. Remove this page prior to submission to the Portal.

5. Two paper copies of “T”, the index of support materials, should be placed at the front of any boxes or folders containing written support material.

6. Only after the Chairperson and applicant together determine the form is complete and that the support material is compiled properly should the form be converted to PDF format. Assistance will be available to faculty through PAF workshops and written instruction until the final submission date.

It is vital that the PAF be reviewed and edited prior to submission to the Portal. Substantive changes should be completed to the satisfaction of the applicant and the chairperson/director prior to or immediately after the October 24, 2013 review.
7. Once in PDF format, the PAF may be loaded onto the Faculty Personnel Portal for FINAL SUBMISSION to the Chairperson. The Chairperson will be responsible to move the form through the portal to the first committee for review. Assistance will be available to faculty and Chairpersons through workshops, individual training and written instructions all summer and until the final submission date.

Final day for submission is November 6, 2014.

Faculty members with a completed PAF do not have to wait until the due date to make their final submission. The PAF can be submitted from your computer on campus or from a remote location at any time beginning in mid-October. Final submission usually takes 10 minutes. If you have large documents, submission will take a bit longer.

If you are submitting from a remote location you MUST use VPN.

Should you need technical support the e-studio on the Queens campus can do so by appointment only from early October until October 30th.

The days prior to submission, Nov. 3 - Nov. 5 there will be walk in assistance from 8:30 – 4:30 FOR SUBMISSION TO THE PORTAL ONLY – no scanning of large documents or large projects can be accommodated in those days.

Substantive PAF questions should be directed toward the Chairperson, Dean or Office of the Provost.

All questions regarding Digication should be directed to Katie Burns in the Office of the Provost via e-mail at burnsk@stjohns.edu.

8. Once the PAF is loaded onto the Faculty Personnel Portal, the applicant must then submit three signed and dated paper copies to the Chairperson. Each copy should be signed and certified at the end of the PAF. One copy will remain filed with the Department; the other two copies will be forwarded to the next committee. THE THREE PAPER COPIES are to be submitted on size 8½” x 11” paper. CHECK ALL COPIES. Please staple each form once at the top left corner. Do not use binders or large clips.

If possible, make double-sided copies

Paper copies of the classroom evaluation should be attached at the end of the 3 signed paper copies of the PAF submitted to the Chairperson. Signatures are required on the hardcopy version (the electronic version can be without a written signature from one or both parties).

9. The respective Chairpersons of all personnel committees are not to send out any other instructions.
PAGE 1: Personnel Action Form
Cover Page

Faculty Member:
Department/Division:
College/School:

Date of initial FT tenure track appointment at St. John’s:
Date of appointment or promotion to present rank:  if it is the same - so state

Do you have Tenure? (Yes / No):
If No, what is your mandatory tenure decision date?
June:
If Yes, date of tenure:

Indicate Nature of Action: (Reappointment, Termination of probation, Tenure, Promotion to the rank of...)

Other than reappointment, have you requested this personnel action within the last three years? (Yes / No):
If Yes, Date:

For Tenure and/or Promotion Only:
Do you intend to avail yourself of the option of personal appearance? (Yes / No):

CHECKLIST  YOU MUST REVIEW THIS WITH YOUR CHAIRPERSON PRIOR TO FINAL PORTAL SUBMISSION

- Date of appointment, rank, last personnel action, promotion and tenure - are they correct?
- Nature of the action as it appears on the PAF – is it correct?
- All statements as to quality of publications are completed
- Percentage of contribution to papers, presentation, grants, etc. are completed
- Consistent identification of co-authors and their contributions
- Chairperson’s and Dean’s teaching evaluation
- Evidence of Teaching Effectiveness
- Chairperson’s summary of course evaluations & resulting recommendations along with faculty member’s responses
- Three signed and dated copies available to Chairperson at the time of submission on the portal

FOR COMMITTEE USE ONLY
Departmental/Divisional P&B
☐ approved  ☐ denied  Vote ___ meeting date ___

_______________________________
Signature of Committee Chairperson or designee

College/School/ Library
Personnel Committee
☐ approved  ☐ denied  Vote ___ meeting date ___

_______________________________
Signature of Committee Chairperson or designee

University Personnel Committee
☐ approved  ☐ denied  Vote ___ meeting date ___

_______________________________
Signature of Committee Chairperson
PAGE 2: Personnel Action Form

Table of Contents

**Order your application according to this alphabetical listing. Include page numbers.**

**Once you have completed your PAF, do not forget to add the page numbers before you convert to PDF.**

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**I. BIOGRAPHICAL INFORMATION**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>A. Educational Background/Certifications</td>
<td>Starting Page</td>
</tr>
<tr>
<td>B. Teaching Experience</td>
<td></td>
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<tr>
<td>C. Professional Experience</td>
<td></td>
</tr>
<tr>
<td>D. Academic Awards and Honors</td>
<td></td>
</tr>
<tr>
<td>E. Significant/Distinguished Achievements</td>
<td></td>
</tr>
</tbody>
</table>

**II. RESEARCH**

- F. *Research Prospectus (required for LAS, EDU, TCB, PHM)*
- G. *Plan for Professional Growth (required for CPS and LIB)*
- H. Significant Research
- I. Publications with their Dates
- J. Program Appearances/Attendance with their Dates
- K. Sponsored Projects and Programs (internal and external)

**III. SERVICE**

- L. Sustained Service to the University, School and Departmental/Divisional Committees
- M. Membership in Professional Societies
- N. Other Relevant Activities

**IV. TEACHING**

- O. Courses Taught
- P. Teaching Evaluations
- Q. Chairperson’s Summary of Course Evaluation
- R. Teaching Portfolio (separate submission to the Portal)

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**CERTIFICATION & SUPPORT MATERIAL**

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>S. Certification</td>
<td></td>
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<tr>
<td>T. Index of Support Materials</td>
<td></td>
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</tbody>
</table>

* If you are a member of the faculty of SJC (inc. ICS), EDU, TCB or PHM, please complete F and NOT G. If you are a member of the faculty of CPS or LIB, please complete G and NOT F.
## I. Biographical Information

### Instructions

The instructions below will help you organize the material requested in the Table of Contents.

### A. Educational Background/Certifications

<table>
<thead>
<tr>
<th>School</th>
<th>Degree (Diploma)</th>
<th>Field of Concentration</th>
<th>Dates of Attendance or Date of Degree Conferral</th>
</tr>
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<tbody>
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</table>

**Notes:**
- Slight adjustment to chart to enable committee members to see how long between certifications
- **CONTINUING EDUCATION CREDITS ARE NOT THE FOCUS OF THIS SECTION**
- Clinical Pharmacy Practice pharmacy faculty members should include residency training program in this section

<table>
<thead>
<tr>
<th>Certification/s &amp; Original Date</th>
<th>Recertification required (yes or no)</th>
<th>Date/s of recertification (or N/A)</th>
<th>next recertification date (or N/A)</th>
</tr>
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</table>

### B. Teaching Experience

**Notes:**
- (i) List all FULL-TIME teaching experience AT OTHER INSTITUTIONS in reverse chronological order (Librarians should list full-time academic/research library experience):

<table>
<thead>
<tr>
<th>Other Institution</th>
<th>Title or Academic Rank</th>
<th>Date of Employment (From – To)</th>
</tr>
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<tbody>
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</table>

**Notes:**
- (ii) List all teaching experience (including promotions) at St. John's University in reverse chronological order. Distinguish Part-Time and Full-Time Employment with (PT) or (FT) after the entry.

<table>
<thead>
<tr>
<th>School or College</th>
<th>Rank</th>
<th>From - To</th>
<th>Years Served</th>
<th>PT/FT</th>
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</table>

**Notes:**
- (ii) Slight modification to chart
C. **Professional Experience** (if none, so state) List your significant and relevant academic and professional experience (other than teaching) in reverse chronological order. Indicate the name of the organization, your title, dates of employment, responsibilities and whether employment was full time or part time.

<table>
<thead>
<tr>
<th>Name (Organization)</th>
<th>Your Title</th>
<th>Date/s of Employment (from – to)</th>
<th>Responsibilities</th>
<th>FT/ PT</th>
</tr>
</thead>
<tbody>
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- An end date is now needed for employment in this section.

D. **Academic Awards and Honors** (if none, so state): List all academic awards and honors you have received in reverse chronological order.

<table>
<thead>
<tr>
<th>Title of Award</th>
<th>Date Awarded</th>
<th>Description of Honor</th>
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</table>

- Generally this section does not grow much over the course of the PAF.
- Begin with awards received for college-level work.
- Fulbrights are sited in D (cross reference it with the lectures or research).
- Faculty Recognition Awards are cited in D.

E. **Significant/Distinguished Achievements** Write a paragraph about what you consider to be your most distinctive achievement/s (teaching, research and/or service) to the field and/or to the College/University.

- This should be a strategically chosen accomplishment/s in one or all three faculty responsibilities – teaching, research and service. If you choose to highlight all three accomplishments, please limit them to one paragraph each.
- Generally, this section does not build from year to year but it may evolve (slightly or considerably) if a particular item has grown.
- If the accomplishment is large enough you may decide to keep it as is – an unusual case (Nobel Peace Prize).
- This is a good place to highlight evidence of teaching effectiveness.
II. Research Instructions *(Sections F or G, H, I, J and K)*

- 1st and 2nd years must fill out F or G because EVERYONE should have a plan, but they are not expected or required to fill out H, I, J or K (unless they have something to put in!)

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**F. *Research Prospectus*** *(to be completed by ALL faculty members in St. John’s College of Liberal Arts and Sciences (inc. ICS), The School of Education, The Peter J. Tobin College of Business and College of Pharmacy and Allied Health Professions):*

In a brief narrative below, describe your plan to contribute to scholarship, research or creative activity in your discipline.

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**G. *Plan for Professional Growth*** *(to be completed by ALL faculty members in the College of Professional Studies and the University Library):*

In a brief narrative below, describe your plan to achieve professional growth in your discipline.

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**F or G**

- You will only be filling out ONE of these. DELETE the other letter and its instructions from your PAF and put N/A for whichever one you deleted in your table of contents.
- **F or G PLAN FOR GROWTH:** You provide a overarching plan (ideas) appropriate to your discipline (maybe academic, maybe professional)
- From year to year the basic narrative of Section F (or G) may stay the same, but the wording should be updated to reflect progression commensurate with your current request for reappointment, promotion or tenure.
- It can be a glimpse into what you EVENTUALLY want to happen - what you are planning to do or what you have already started doing.
- If you had a Research Leave where you worked on current projects, it goes here
- Keep your description readable for members of the committees who are not in your discipline. Long chemical compounds or equations are not meaningful to those outside of your discipline.
H. Significant Research (a.k.a. pipeline)

1st and 2nd year applicants at the rank of Instructor or Assistant Professor, only fill out if applicable (if none, so state).

(i) Describe below in narrative form your significant research, indicating dates where possible.

Try to avoid redundancy with F or G by focusing more on what activities have begun... actual examples....

(ii) List articles and/or books submitted but not yet accepted for publication (your “pipeline”) in reverse chronological order and include copies of same as part of your support material. In the case of co-investigated or co-authored research or submitted publications, you MUST indicate the identity of the person according to the chart below and each person’s percentage of contribution to all work.

..., and continuing through to what has actually been submitted (but not yet accepted) for publication.

<table>
<thead>
<tr>
<th>Date</th>
<th>Title of Article/Journal, Book and Publisher</th>
<th>Length of Article</th>
<th>Authors / Co-Authors + Percent (%) of Contribution</th>
<th>Quality of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/10</td>
<td>Market Segmentation and Stuff, Market Segmentation Journal Volume 3, 2010 p 8-10, Jenny Smith (75%), Jones, Jason (25%)/(STJ), NPR</td>
<td></td>
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<tr>
<td>3/10/10</td>
<td>Why Risk Matter in Coastal Areas, American Institute of Insurance Exposures, Volume 112, p 83-110, Clara Bell (100%) IPR</td>
<td></td>
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</tbody>
</table>

Resubmitted articles should include original submission date, revision request dates, and dates of resubmission to the publisher or Journal.

Be consistent with your entries. Entries should include all of the elements above in a consistent, neat fashion.

(iii) Indicate the title of your doctoral dissertation, where applicable.

Key: Quality of Publication

- IPR = Internationally Peer Reviewed
- NPR = Nationally Peer Reviewed
- RPR = Regionally Peer Reviewed
- LPR = Locally Peer Reviewed
- X = Not Peer Reviewed

PipeLine

- Your Name: BOLD
- Colleague (STJ): (STJ) and italics
- Student UG: Underline UG
- Student (Grad Level): Underline GRAD
- Other: So indicate with ***
I. Publications with their Dates:

1st and 2nd year applicants at the rank of Instructor or Assistant Professor, only fill out if applicable (if none, so state).

(i)(a) CURRENT YEAR’S PUBLICATIONS: List in reverse chronological order beginning with this October and working backward to last November all publications or manuscripts accepted for publication within those dates. Using the chart below distinguish your publication as a book (authored, edited), articles (peer-reviewed, invited, etc.), book chapters, proceedings, abstracts, other.

- In the case of co-investigated or co-authored research or submitted publications, you MUST indicate the identity of the person according to the chart below and each person’s percentage of contribution to all work.
- For journal articles, clearly indicate the title, Journal, date (month and year), volume and pagination
- For book(s), include the name of the publisher.
- IF an article or book has been submitted and accepted but not published, please scan the letter of acceptance on to the end of the PAF or place it in the support material.
- List a publication as a book ONLY if it is completely authored, co-authored or edited by you. Sections/chapters must be indicated separately.

(i)(b) Prior Year’s publications: Please do the same for all publications PRIOR to this year’s PAF.

(i)(c) Please list patents/patent applications (use reverse chronological order).

(i)(d) Faculty members in Fine Arts should list gallery appearances (use reverse chronological order).

| Your Name: BOLD |
| Colleague (STJ): (STJ) and Italics |
| Student UG: Underline UG |
| Student (Grad Level): Underline GRAD |
| Other: So indicate with *** |

**Key: Quality of Publication**
- IPR = Internationally Peer Reviewed
- NPR = Nationally Peer Reviewed
- RPR = Regionally Peer Reviewed
- LPR = Locally Peer Reviewed
- X = Not Peer Reviewed
- SP = Self Published
- Online publication (So state)
- ADD other Label or Designation that you want to note, and use it below.

(i)(a) CURRENT YEAR’S PUBLICATIONS FOR THIS PAF CYCLE (use reverse chronological orders starting with this November and working backwards to last November)

Title of Publication & Publisher (To the best of your knowledge, use proper bibliographical format for your discipline), Title of Article/Journal, Book and Publisher, Authors / Co-Authors + Percent (%) of Contribution, Length of Article (if applicable), Quality of Publication (Use Key)

- Only articles that have been accepted in the timeframe (October 2011-November 2012 - since the last submission of the PAF) should be indicated in this section.

- Hyperlinks may be inserted in entries listed that link to OFFICIAL ONLINE VERSIONS of a published article.
  *N.B.: Earlier versions of Adobe Acrobat (Which convert Word Documents to PDF format) DISCONNECT hyperlinks in the process. Check to ensure the links do not disconnect.

Recognition of your Scholarship OR Professional contribution * AS evidenced by PUBLICATIONS (somebody bought the flowers!)
.jpg photographs or other graphics that consist of Fine Arts equivalent to “Publications”, can be referenced and then submitted with the Electronic Support Material, or can be hyperlinked directly here. The Committees will be able to access and view them from the Portal in either format. This material can also be submitted as CD-Rom and included in the physical support material.

(i)(b) Prior years' publications (before this PAF cycle)

Title of Publication & Publisher (To the Best of your Knowledge, Use proper Bibliographical Format for your Discipline) ; Title of Article/Journal ; Book and Publisher ; Authors / Co-Authors + Percent (%) of Contribution ; Length of Article (If applicable) ; Quality of Publication (Use Key)

- Anything that was previously accepted and published and appeared on a PRIOR year’s PAF should be located here. Each year as you complete your PAF, simply cut and paste the prior year’s accomplishments into the top of this section. This frees (i)(a) for your most recent entries and helps to “build” your PAF.

- You may FURTHER ORGANIZE lists of entries beyond basic reverse chronological order. For example, you may break down the list with year Sub-headings, 2009...2008...2007 etc.

(i)(c) PATENTS AND PATENT APPLICATIONS

Name/Title of Patent Authors / Co-Authors + Percent (%) of Contribution ; Date Submitted (If Pending Approval) ; Date Registered

(i)(d) GALLERY APPEARANCES

Each medium should fill out this section as it deems appropriate using reverse chronological order as the main guideline (if helpful use the categories below).

Print / Photo Appearances by Year in Reverse Chronological Order (Give “From” and “To” dates if applicable) ; Catalogue According to Media Format ; Gallery Name (If Applicable)

- .jpg photographs or other graphics of Gallery Work, can be referenced and then submitted with the Electronic Support Material, or can be hyperlinked directly here. The Committees will be able to access and view them from the Portal either way. *N.B.: This material can also be submitted as CD-Rom, and included in physical Support Materials.
Program Appearances/Attendance with their Dates:

(i)(a) **CURRENT YEAR’S PROGRAM APPEARANCES.** List all program appearances with pertinent dates. Indicate your role as presenter, discussant, moderator, panelist, session organizer, poster session presenter or other. If necessary use the key below to identify a collaborator as a colleague, faculty member, student or other. List titles of papers presented at each meeting with appropriate bibliographical notation; abstracts, proceedings, etc. [If a paper was later published, it should be cross-listed under publications “I.”]

(ii) **A ttendance** = no active participation

(i)(b) List all **CURRENT YEAR’S CONFERENCES** attended without active participation

(i)(c) List appearances for **prior years with** participation

(i)(d) List attendance for **prior years without** participation

Your Name: **BOLD**  
Colleague (STJ): *(STJ)* and Italics  
Student UG: Underline **UG**  
Student (Grad Level): Underline **GRAD**  
Other: So indicate with ***

**Key: Roles**  
R = research paper presenter  
M = moderator  
S = speaker or panelist  
O = session organizer  
P = poster session presenter  
E = executive board member  
D = discussion or respondent  
A = paper presented by colleague in your absence

- (i) **Appearances** = some type of **ACTIVE** participation  
- (ii) **Attendance** = no active participation

- Please use this section for academic conferences only. *(If you presented at a CTL workshop that information should be presented in “Service”. If you attended a CTL workshop that information should be presented in “Other”)*. N.B. Faculty members in ISC please see “L (iii)”

- If you made regular Appearances or give multiple Lectures this can be listed as ONE ENTRY with the appropriate date range.

- Podcasts: if you are the speaker list it as “Active Conferences” with “Speaker” designation and make a note in a parenthetical describing the podcast.

(i)(a) **THIS PAF: CURRENT YEAR’S CONFERENCE and PROGRAM APPEARANCES with PATICIPATION** *(reverse chronological orders starting this November and working backwards to last November)*

<table>
<thead>
<tr>
<th>Date(s) of Conference</th>
<th>Name of Program or Conference (Include Location) &amp; Title of Paper Presented (If Applicable)</th>
<th>Category (Local, Regional, National, International, etc.)</th>
<th>Role (See Key)</th>
</tr>
</thead>
</table>

- CROSS REFERENCES: there is opportunity to cross reference, ex. - you presented a paper which was then published. Indicate this with a cross reference note *(paper published – see i.)* If you received a Fulbright Scholarship that involved lectures indicate this with a cross reference to Section E.
(i)(b) **THIS PAF: CURRENT CONFERENCE/PROGRAMS attended without active participation**

<table>
<thead>
<tr>
<th>Date(s) of Conference</th>
<th>Name of Program or Conference</th>
<th>Category (Local, Regional, National, International)</th>
</tr>
</thead>
</table>

(i)(c) **Prior years’ conference attendance with active participation (reverse chronological order)**

<table>
<thead>
<tr>
<th>Date(s) of Conference</th>
<th>Name of Program or Conference (include location) &amp; Title of Paper Presented (if applicable)</th>
<th>Status (Local, Regional, National, International, etc.)</th>
<th>Role (See Key)</th>
</tr>
</thead>
</table>

- In the event you cannot document your participation at a prior conference, your signature on the certification portion of the PAF will serve as presumed validation of your contribution.
- You may **FURTHER ORGANIZE** lists of entries beyond basic reverse chronological order. For example, you may break down the list with Year Sub-headings, 2009…2008…2007 etc.

(i)(d) **Prior years’ conferences/programs attended without active participation (reverse chronological order)**

<table>
<thead>
<tr>
<th>Date(s) of Conference</th>
<th>Name of Program or Conference</th>
<th>Status (Local, Regional, National, International etc.)</th>
</tr>
</thead>
</table>

K. **Sponsored Projects and Programs:**

Specify any grants applications. Include all relevant information such as: **project title, award (dollar amount), name of funding source, meaning is it internally (STJ) or externally funded, status of the grant** (p-Pending, F- Funded, UF Unfunded) and the **award period of funded grant.** If necessary, use the key below to identify any collaborators and include percent contribution. Please use Reverse chronological order from date of submission.

<table>
<thead>
<tr>
<th>Your Name: BOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleague (STJ): (STJ) and Italics</td>
</tr>
<tr>
<td>Student UG: Underline UG</td>
</tr>
<tr>
<td>Student (Grad Level): Underline GRAD</td>
</tr>
<tr>
<td>Other: So indicate with ***</td>
</tr>
</tbody>
</table>

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**Title of Grant Application (include date submitted)** – if *not the sole author, enumerate all collaborators here and define each person’s percent (%) contribution** |

- $USD Amount (with number of years)
- Internal (STJ) or Name of the Source of Funding
- Status (P-Pending; F- Funded; UF- Unfunded)
- Award Period

- List all grants for which you applied: funded or unfunded.
- Include the period of the grant award (yrs)
- Follow up to existing evidence permitted (if possible w/ documentation in T)
- Please clearly delineate of the grant is internal or external
### III. Service Instructions (L, M and N)

#### L. Sustained Service to the University, School and Departmental or Divisional Committees with their Dates:

(if none, so state)

List in reverse chronological order your service on Department/Division, School and University committees (give names of committees and dates of service). Include administrative assignments that you have had at St. John’s, using the chart below to categorize each activity.

<table>
<thead>
<tr>
<th>Key: Roles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D: Departmental/Division Level</td>
<td>• COM: Committee Activity</td>
</tr>
<tr>
<td>S: School/College Level</td>
<td>• ADM: Administrative Assignment</td>
</tr>
<tr>
<td>U: University Level</td>
<td>• ACAD: Academic Assignment</td>
</tr>
</tbody>
</table>

- **General Rule:** If you have NOT received a stipend for a sustained activity it belongs in "Service". If you DID receive a stipend, it belongs in "Other"

- **Items for Service**
  - Mentor for student thesis (moved into teaching section)
  - Member of a doctoral committee (moved into teaching section)
  - Faculty Mentorship (moved into teaching section)
  - Spearheading initiatives related to the plans of the College or University. Elaborate with a description if you deem it necessary.
  - SAFE Zone project
  - Member of the P&B
  - Member of the University Senate

- **It may be possible to Cross-Reference Degree Programs you have founded in "Teaching" and "Service" sections**

- **Items that should not be included in Service**
  - Attendance at Convocations
  - Attendance at Graduation
  - Attendance Open Houses (*N.B.: UNLESS CONSIDERABLE WORK IS DONE in a PROMINENT ROLE: So-Elaborate)
  - Attendance at Department meetings

#### (i) THIS PAF: SUSTAINED Service (reverse chronological orders starting this November and working backwards to last November)

Committee (name in full) , Level (See Key) , Description (see key) , Dates of Service ( Frm: mm/dd/yr ; To: mm/dd/yr ) , Indicate Special Position (If applicable)

#### (ii) Prior Years’ PAF: Sustained Service (use reverse chronological order)

Committee (name in full) , Level (see key) , Description (see key) , Dates of Service ( Frm: mm/dd/yr ; To: mm/dd/yr ) , Indicate Special Position (if applicable)
**(iii)** **Workshops/ Seminars Conducted** For Faculty Colleagues

(if none, so state): if necessary to meet statutory requirement, only SJC-ICS faculty may chose to complete this section

List, in reverse chronological order specialty workshops and seminars devoted to the core specialty for faculty of schools and colleges of the University. Use the chart below to categorize your involvement in each activity.

<table>
<thead>
<tr>
<th>Key: Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>R: Report Presenter</td>
</tr>
<tr>
<td>M: Moderator</td>
</tr>
<tr>
<td>S: Speaker/Panelist</td>
</tr>
<tr>
<td>O: Session Organizer</td>
</tr>
<tr>
<td>D: Discussant or respondent</td>
</tr>
<tr>
<td>A: Report presented by colleague in your absence</td>
</tr>
</tbody>
</table>

This section is to be filled out ONLY by members of SJC-ICS who need to meet this statutory requirement. All others may erase it from the PAF or put N/A next to it.

**a) THIS PAF: CURRENT CORE SPECIALTY WORKSHOPS/SEMINARS with participation** (reverse chronological orders starting this October and working backwards to last November)

<table>
<thead>
<tr>
<th>Date(s) of Workshop/Seminar, Name of Workshop/Seminar, Title of Report Presented (If Applicable), Role (See Key)</th>
</tr>
</thead>
</table>

**b) THIS PAF: CURRENT CORE SPECIALTY WORKSHOPS/SEMINARS attended without active participation**

<table>
<thead>
<tr>
<th>Date(s) of Workshop/Seminar, Name of Workshop/Seminar,</th>
</tr>
</thead>
</table>

**c) Prior year’s Workshops/Seminars attendance with active participation**

<table>
<thead>
<tr>
<th>Date(s) of Workshop/Seminar, Name of Workshop/Seminar, Title of Report Presented (If Applicable), Role (See Key)</th>
</tr>
</thead>
</table>

**d) Prior year’s Workshops/Seminars attendance without active participation**

<table>
<thead>
<tr>
<th>Date(s) of Workshop/Seminar, Name of Workshop/Seminar,</th>
</tr>
</thead>
</table>
M. Membership in Professional Societies (if none, so state).
   (i) List the following in reverse chronological order through the present day. Include any position held in these organizations with dates.

   Professional Association / Society (Full Title) | Category (Local, Regional, National, International, etc.) | Dates of Membership (From – To) | Indicate any special position (if applicable: From – To)

   (ii) Listings in biographic publications. Use reverse chronological order.

N. Other Relevant Activities (if none, so state).
List any other activities below that you consider relevant or of importance which were not covered in the above categories.

Sub-headings should be created under any title of your choosing. Please use reverse chronological order within any grouped listings. Feel free to include a brief description of what certain items in "Other" entailed.

- "Caution: Avoid the appearance of "Padding".
- Edited Publications
- Media Appearances
- External Consulting of an academic or professional nature
- Testifying before a Governing Body, or as an Expert (may be cross-referenced under "Significant Achievements")
- Consulting on sensitive matters of National Security or government decision-making
- Peer Reviewer of distinguished Academic Journal(s)
- Panel Reviewer of a Grant Agency
- Book Reviewer
- Editor of INTERNAL peer reviewed journal
IV. TEACHING INSTRUCTIONS

A note about teaching

- Candidates are responsible for ensuring the appropriate documentation is available for the committees to decide there is a history of solid teaching as well as
  - Consider what goes in the support material
  - Offer examples of engagement
  - A reflective analysis
  - Consider a teaching portfolio (even if it is not mandatory)

- Chairpersons/Dean must provide guidance
  - Utilize narratives
  - Follow up plans

Note: All full-time faculty members hired after 2007-2008 must maintain a current teaching portfolio that is updated annually therefore MUST ALSO complete “R”. All other applicants may choose to do a portfolio, but it is not required.

O. Courses Taught (All applicants do this whether completing a teaching portfolio or not)

i. Write one paragraph about your teaching.

Write more if it is substantive – particularly if you do not have a teaching portfolio. Back it up with “evidence” in the support material if possible

ii. List courses taught over a two-year period by title. Please separate by semester. If applicable, indicate how many sections were taught, whether it was a new course or new preparation and if it was graduate or undergraduate. Indicate which, if any, courses were not taught at St. John’s.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course No.(#)</th>
<th>Semester and Year</th>
<th>No. of Sections</th>
<th>New Prep. (Yes/No)</th>
<th>New Course (Yes/No)</th>
<th>Grad. / Undergrad. Course</th>
<th>Institution where Course was Taught</th>
</tr>
</thead>
</table>
List courses taught over a two-year period by title. Please separate by semester. If applicable, indicate how many sections were taught, whether it was a new course or new preparation and if it was graduate or undergraduate. Indicate which, if any, courses were not taught at St. John’s.

Academic Service Learning and Learning communities belong here with a cross-reference in Service (to University initiatives)
Chairperson and Dean Classroom Evaluation (All applicants do this whether completing a teaching portfolio or not)

(i) **SCAN current year only** of THE DEPARTMENTAL/DIVISIONAL Classroom evaluation form at the END of the PAF, PRIOR TO creating the PDF. PREVIOUS EVALUATION FORMS CAN BE INCLUDED IN THE SUPPORT MATERIALS. If you so choose.

(ii) **SCAN current year only** of THE DEAN’S classroom evaluation form at the END of the PAF, PRIOR to creating the PDF. PREVIOUS EVALUATIONS CAN BE INCLUDED IN THE SUPPORT MATERIALS if you so choose.

Chairpersons & Deans have been asked to return documents to faculty members BEFORE OCTOBER 19 so that the faculty member may review the comments BEFORE attaching it to their PAF application.

Q - Chairperson Summary of Course Evaluations All applicants do this whether completing a teaching portfolio or not)

Scan the CHAIRPERSON’S SUMMARY, comments and recommendations as well as your response at the END of the PAF.

Please note that this does not apply to first-year faculty in all ranks.

R - TEACHING PORTFOLIO - Submit as a separate pdf to the Portal or use Digication Portfolio

“All full-time faculty hired after 2007-2008 must maintain a current teaching portfolio that is updated annually. The teaching portfolio will include the following items:

(i) A brief narrative statement by the faculty member with appendices that provide support for the claims made in the narrative. The teaching narrative should be used to address teaching philosophy and a description of the evolution of the faculty member’s teaching.

(ii) A dossier of materials, such as course outlines, syllabus, reading lists and sample corrected work.

(iii) A description of teaching improvement activities. 

   Attendance at CTL workshops and Portable Professor should be placed here

(iv) Student evaluations:

   Required chairperson summary data information regarding student evaluations (if scanned in at the end of the PAF along with the Dean and Chairperson Course Evaluations (preferred) then there is no need to duplicate it here)

   Optional: Supplemental material for student evaluations can include – full evaluation data, reflections on evaluations and student correspondence.

   a. Only FT faculty member hired after 2007-2008 must complete a Teaching Portfolio. All others may choose.

   b. Standard submission of the Teaching Portfolio is electronic. It can be submitted to the Portal as a separate document. Other forms of submission are accepted such as a CD Rom or physical binder of materials. Place these items in the physical Support Materials Box and state the location on the index of support materials.

   c. The teaching portfolio is NOT part of the three signed hardcopies of the PAF that goes to the Chairperson. It is a separate document located (preferably) on the Portal.
The University recognizes that all 3 of these Components of Scholarship at St. John’s, Service, Research & Teaching, CAN overlap on occasion.

The solution is to CROSS REFERENCE them, with CARE. If overused it will look like you are padding your portfolio.

Example: Teaching in an Academic Service Learning course may include serious research you are conducting on site with your class. In this case, put it in Teaching and Cross Reference it in Research. It is perfectly acceptable to list all three of these items under their respective headings as long as they are cross referenced parenthetically.

S CERTIFICATION

Remember to sign and certify all three printed copies at the end of this document.

T - INDEX

Index of Support Material

Attach an index of the support material you are providing to the end of this PAF. TWO paper copies must also be placed at the front of any boxes or folders containing written support material. Support material should be indexed in accordance with the lettering system of the Table of Contents.

- Actual support materials can be presented completely in physical format in a box or binder, completely in electronic format, submitted as an attachment to the Portal, OR as a Hybrid of the two.
- The Index of Support Materials must be inserted electronically HERE regardless of the method you choose.
- For support material in physical format Boxes or Binders:
  - Organize by the sections of the PAF (A-R). Use reverse chronological order within each Section. Using Tabs that indicate groupings by year (2009...2008...2007 etc.) is helpful. Place 2 Paper Copies of the Index, in front of your box.
Certification:
I affirm and declare the following:
1. I am the person whose name was entered on the Cover Page of this form.
2. The statements made on this application are true and correct.
3. I have not knowingly and/or willfully made false statements on this application

Signature
Date

- Signatures on the certification and teaching evaluations are NOT required on the copy submitted to the Portal, but ARE necessary on the three hardcopies of the PAF

Although neatness counts - substance is always valued over form!
So if your accomplishments do not fit neatly into a section on this form, as long as you express them somewhere in a neat, readable fashion, the committee will consider them.