Preparing Your PAF
Years 1-5 and Promotion to Full
September 16, 2020
<table>
<thead>
<tr>
<th>First Year Faculty</th>
<th>Years 2-5</th>
<th>Associate to FULL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reappointment</td>
<td>Reappointment</td>
<td>Promotion</td>
</tr>
<tr>
<td>New form</td>
<td>New developments</td>
<td>New form or new developments since last used the form</td>
</tr>
<tr>
<td>Where to get info</td>
<td>Where to get info</td>
<td>Where to get info</td>
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<tr>
<td>Important dates/deadlines</td>
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<tr>
<td>Teaching</td>
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<td>Research</td>
<td>Research</td>
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<tr>
<td>Service</td>
<td>Service</td>
<td>Service</td>
</tr>
<tr>
<td>Getting started</td>
<td>Continue and grow</td>
<td>Depending tenure date, the form may look different, but nothing substantive has changed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>What is new since tenure?</td>
</tr>
</tbody>
</table>
WHAT IS THE PAF?

- Personnel Action Form – a FORM to be completed helps you organize Teaching Research and Service and show how you have met the requirements in the Statutes.

- Submitted each November – but it is a year long process

- Doesn’t change from year to year (minor tweaks) BUT - COVID is causing PROCESS changes (virtual workshop!)

- For FULL: Depending upon when you received Tenure the form may look different – but the substance is not changed
Collective Bargaining Agreement

ARTICLE 9
FACULTY RESPONSIBILITIES

9.01 General

Every faculty member has an obligation to teach effectively, to conduct scholarship and scholarly research, and to serve the University in its efforts to grow and develop as an academic institution, as set forth herein.

9.02 Teaching

The faculty member seeks above all to be an effective teacher and scholar. To that end the Administration and the AAUP-FA have agreed that effective teaching requires continuing attention to the faculty member’s pedagogical methods, classroom presentation, and student engagement. Also important is the faculty member’s commitment to be accessible to students outside the classroom. Representative examples of such activities include advising, academic discussions and for counseling and mentoring students about research, career choices and professional interests. Representative examples of research mentoring include independent studies, directed readings, theses and dissertations. The faculty member is expected to take courses to be available to his or her students and to discharge his or her responsibilities for student advisement in a conscientious, professional and considerate manner. Paragraph 9.22 of this Agreement sets forth the basic obligations of the faculty in this respect. When requested to do so, the faculty member shall participate in preparing, administering and grading comprehensive examinations.

9.03 Research and Scholarship

The faculty member recognizes that effective research and scholarship enhances teaching and the reputation of the University and the faculty member accepts the obligation to develop, improve and demonstrate scholarly competence. Faculty members are expected to be active in research and scholarship. In the College of Professional Studies and in the University Libraries, faculty members are expected to engage in professional development.

9.04 Service

In keeping with the significant and appropriate involvement of the faculty in the academic governance of the University, the faculty member recognizes the obligation to develop, support and enhance the life of the University by participating in department, college and University committees and organizations whose work is essential to improving the quality of the University as an institution of higher learning. This includes attending appropriate meetings and evaluating and updating courses and programs to maintain their quality, relevance and viability.

In addition, special emphasis shall be placed on opportunities for faculty to engage with students outside the classroom. Representative examples of such engagement include providing advisory services to student organizations and attending University academic and cultural events where there are opportunities to interact with students.
Article 7 – Statutory requirements for your position

### 7.02 Instructor – General
- 7.03 Instructor, CPS
- 7.04 Instructor, TCB
- 7.05 Clinical Instructor PHM
- 7.06 Clinical Instructor, SOE
- 7.07 Instructor, Prof. Library Faculty
- 7.29 Instructor, Industry Professional, CPS
- 7.34 Instructor, Professor of the Practice, TCB
- 7.38 Instructor, Industry Professional, PHM
- 7.42 Instructor, Institute for Core Studies

### 7.08 Assistant Professor – General
- 7.09 Assistant Clinical Professor, SJC Psychology
- 7.10 Assistant Professor, CPS
- 7.11 Assistant Professor, TCB
- 7.12 Assistant Clinical Professor, PHM
- 7.13 Assistant Clinical Professor SOE
- 7.14 Assistant Professor, Prof. Library Faculty
- 7.30 Assistant Professor, Industry Professional, CPS
- 7.35 Assistant Professor of the Practice, TCB
- 7.39 Assistant Professor, Industry Professional, CPS
- 7.43 Assistant Professor, Institute for Core Studies

### 7.15 Associate Professor – General
- 7.16 Associate Clinical Professor, SJC Psychology
- 7.17 Associate Professor, CPS
- 7.18 Associate Professor, TCB
- 7.19 Associate Clinical Professor, PHM
- 7.20 Associate Clinical Professor SOE
- 7.14 Associate Professor, Prof. Library Faculty
- 7.31 Associate Professor, Industry Professional, CPS
- 7.36 Associate Professor of the Practice, TCB
- 7.40 Associate Professor, Industry Professional, PHM
- 7.44 Associate Professor, Institute for Core Studies

### 7.22 Professor – General
- 7.23 Professor, SJC Psychology
- 7.24 Professor, CPS
- 7.25 Professor, TCB
- 7.26 Clinical Professor, PHM
- 7.27 Clinical Professor SOE
- 7.28 Professor Library Faculty
- 7.32 Industry Professional, CPS
- 7.37 Full Professor of the Practice, TCB
- 7.41 Professor, Industry Professional, CPS
- 7.45 Professor, Institute for Core Studies

Article 9: Definitions and Eligibility for Tenure

9.01 and 9.02 = General + Associate Professor

Many different appointments and many differences within these appointments – the PAF is sufficiently BROAD to allow for the differences WHILE maintaining a sense of order.

What does Teaching research and service look like in your discipline/rank?
JAN - APR 2021
University Personnel Committee
(Every Wednesday)

May 2021
Board of Trustees
Official letters sent

DECEMBER 2020
CPC = College Personnel Committee
Chairperson – Dean of the College/School

NOVEMBER 2020
P & B Committee
Chairperson – Chair of the Department/Division

November 6 PAF DUE

October
• Classroom visits
• Check in with Chairperson
• Look for instructions for Portal via e-mail

Memo May 19th & PAF
= personnel action form
(via Chairpersons, on Provost’s Web page)

Summer 2020 (reappointments)
• Begin working on upcoming PAF
• Move everything on last year’s form down

September
• Workshops
• Classroom visits

Covid Changes: Process
Classroom visits (more virtual)
Meetings (virtual)
To START - Either:

- Download the PAF - https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/office-provost/faculty-resources, or
- Work off of last year's PAF.

Learn More

- Personnel Action Form (PAF)
- Academic Support for Your Students
- Guidelines for Program Proposals
Personnel Action: General Directives

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

A draft of the entire application must be reviewed with your Chairperson ON OR BEFORE Friday, October 23, 2020. In order that revisions may be

made prior to submission to the Portal and before the departmental/college review. This will guarantee that the PAF is appropriately prepared for the

Departmental or College review and prevent untimely delays, resubmission, 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.

2. ALL EVIDENCE and information relating to the action must be included at the time the PAF is received by the Departmental or College Personnel Review 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 review committee. Therefore, if requests are found to be missing at any point in the review process, applications may be returned to the lower level committee for reconsideration. In order to avoid such errors, a draft of the application must be reviewed and discussed with the Chairperson prior to submission to the Portal. Chairpersons will be asked to certify that they have read the document and offered guidance to the applicant.

3. All information received for this form is to be completed according to the directions. Follow the prompts indicated in this key text to the section for 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 any application. Remove this page prior to submission to the Portal.

5. Two paper copies of "1", the index of support materials, should be placed at the front of any boxes or folders containing written support material. If your support material is completely electronic this is not applicable.

6. After the Chairperson and applicant together determine the form is complete and that the support material is compiled properly, the form should be converted to PDF format. Assistance will be available to faculty through PAF workshops and written instructions.

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.

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 SHEET "1" paper. CHECK ALL COPIES. Please staple each form cover at the top left corner. Do not use binder clips or large clips.

9. The respective Chairpersons of all personnel committees are not to send out any other instructions.
Date of Appointment:
Do not include contract years or adjunct years

Nature of the action:
Ex. Reappointment to the Rank of Assistant Professor
Or Reappointment to the Rank of Instructor and Promotion to the rank of Assistant Professor
OR Promotion to the rank of Full Professor

Checklist = Not comprehensive, but helpful

Vote tally for committees
Once document is complete
NUMBER the pages

I. BIOGRAPHICAL INFORMATION: A,B,C,D,E

II. RESEARCH: F/G, H, I, J, K

III. SERVICE: L, M, N

IV. TEACHING: O, P, Q, R

CERTIFICATION & SUPPORT MATERIAL

S. Certification
T. Index of Support Materials

*CBA & Statutory Requirements are aligned with THE PAF’s Table of Contents

II. RESEARCH

K. Research Prospectus (required for LAS, EDU, TCIB, PHN)
C. Plan for Professional Growth (required for CPS and LIB)
H. Significant Research
I. Publications with their Dates
J. Program Assessments/Attendance with their Rates
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 Evaluations
R. Teaching Portfolio

*If you are a member of the faculty of SJU (non-ICS), EDU, TCIB or PHN, please complete F and NOT G. If you are a member of the faculty of CPS or LIB, please complete G and NOT F.
Promotion to full = Emphasis on E: What brings you here now?
II. RESEARCH: “F” or “G”

**F** = SJC (ICS) EDU, TCB, PHM

**G** = CPS, LIB

- **key word** = **PLAN** it didn’t happen yet - you are planting the seeds -

- **EVERYONE FILLS OUT EITHER F or G, NEVER BOTH!** (everyone has a plan)

- 2-3 paragraphs at most (narrative)

- understandable to those not in your discipline

These instructions apply to both
II. RESEARCH: H (i) (ii)

H(i) descriptive /actual/tangible
- Research or projects from those that are just starting, to those in progress, to those that are ready for submission
- Readable to everyone

H(ii) a chronological list
- What was submitted but NOT accepted YET - you just haven’t heard either way

First or second year applicants fill out only if applicable otherwise put N/A

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).

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

<table>
<thead>
<tr>
<th>KEY: Identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name: <strong>BOLD</strong></td>
</tr>
<tr>
<td>Colleague (SJU): <em>(SJU)</em> and italics</td>
</tr>
<tr>
<td>Student UG: Underline <strong>UG</strong></td>
</tr>
<tr>
<td>Student (Grad Level): Underline <strong>GRAD</strong></td>
</tr>
<tr>
<td>Other: So indicate with ***</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KEY: Quality of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPR = Internationally Peer Reviewed</td>
</tr>
<tr>
<td>NPR = Nationally Peer Reviewed</td>
</tr>
<tr>
<td>RPR = Regionally Peer Reviewed</td>
</tr>
<tr>
<td>LPR = Locally Peer Reviewed</td>
</tr>
<tr>
<td>X = Not Peer Reviewed</td>
</tr>
</tbody>
</table>

H (i) Indicate articles and/or books submitted but not yet accepted for publication (your “pipeline”) in reverse chronological order. 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.

|--------------|-----------------------------|-----------------------------|-----------------|-----------------------|-----------------------------|-----------------------------|

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

__________________________
II. RESEARCH: I

- What was ACTUALLY PUBLISHED by November or,
- OFFICIALLY ACCEPTED WHEN YOU SUBMIT THE PAF
- Use the key
- May create subdivisions if needed

First or second year applicants fill out only if applicable otherwise put N/A

Years 2-5
Keep building your PAF

FULL Professors
Record what happened SINCE TENURE,
Attach your “old” PAF as evidence
Important to USE these KEYS for the READER

And to distinguish the CURRENT & PRIOR YEARS

**CURRENT YEAR**

- Approximately one year’s worth of information October 2019- November 2020
- Reverse chronological order
  - November 2020
  - October 2020
  - March 2020
  - January 2020
  - December 2019

**PRIOR YEARS**

Since hire until - but not including - this past year
Use headings for clarity

2018-2019
**THESE ARE LAST YEAR’S CURRENT ITEMS**
whatever you had last year in current year – cut and paste here

2017-2018

2016-17

2015-16

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**Key: Roles**
- **R:** Research Paper Presenter
- **M:** Moderator
- **S:** Speaker/Panelist
- **Q:** Session Organizer
- **P:** Poster Session Presenter
- **E:** Executive Board Member
- **D:** Discussant or respondent
- **A:** Paper presented by colleague in your absence

**Key: Quality of Publication** (more than one designation may be used if needed)
- 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 states)
- FF = Full paper published in proceedings
- AP = Abstract/Description in proceedings

**KEY: Identifiers**
- Your Name: **BOLD**
- Colleague (ST): (ST) and Italic
- Student UG: Underline **UG**
- Student Grad Level: Underline **GRAD**
- Other: So Indicate with ***
• **J (i) ACTIVE ROLE**
Recognition of scholarship or Professional contribution as evidenced by presentations
  • Invited
  • Submitted

• **J (ii) ATTENDANCE**
Attendance at conferences

**First or second year applicants fill out only if applicable otherwise put N/A**
II. RESEARCH

K. Sponsored Projects and Programs:

Specify any grants applications include all relevant information such as project title, amount (dollars), name of funding source, whether internally (SU) or externally funded, status of the grant (F-funded, UF unfunded), and the award period (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.

- List all grants for which you applied: funded or unfunded.
- If funded include the $ amount.
- Include the period of the grant award (yrs.)
- State whether the grant is internal or external
- Follow up to existing evidence permitted (if possible w/ documentation in T)

Dependent on discipline
L: (i), (ii), (iii)

- **L (i) EVERYONE** - some items can be placed in the Teaching Portfolio and listed here. Cross Reference

- **L (ii) EVERYONE** if it is redundant you should not include it - looks PADDED.
(iii) **ICS Faculty Only**

ICS Faculty Only - everyone ELSE please delete
III. SERVICE

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

2019 PAF with FAQ's (not comprehensive)

M. Membership In Professional Societies (if none, so state).
(a) List the following in reverse chronological order through the present day. Include any position held in these organizations with name.

<table>
<thead>
<tr>
<th>Professional Association/Society (Full Title)</th>
<th>Category (Local, Regional, National, International, etc.)</th>
<th>Date of Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Not specific to SJU

(b) 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.

Subheadings 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" entails.

- "Citation: avoid the appearance of "padding".
- Editorial 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 Journals
- Panel Reviewer of a Grant Agency
- Book Reviewer
- Editor of INTERNAL peer reviewed journal

For M:
- List or a grid
- Pattern of scholarly growth
- Offices held

For N:
Items that are helpful to your statutory requirements but didn’t have their own section on the PAF
- Doesn’t fit in sustained service
- Something specific to your discipline (highlight it with section E)
- To establish the reputation of a FULL Professor

NOT A THROWAWAY - IT IS IMPORTANT
IV. Teaching

O. Courses Taught

P. Teaching Evaluations

Q. Chairperson's Summary of Course Evaluations

R. Teaching Portfolio

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

A note about teaching

- A one-paragraph about your teaching.
  - Writing may vary, as long as it is clear what you are doing.

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>Semester (ex. Fall 2018)</th>
<th>Course Title and Number</th>
<th># of Credits</th>
<th>New Prep. (Y/N)</th>
<th>New Course (Y/N)</th>
<th>UG or GR</th>
<th># of students</th>
<th>Institution where Course was Taught (if not St. John's)</th>
</tr>
</thead>
</table>

The grid was relabeled for better clarity.

REPLACE THE OLD GRID WITH THIS ONE

Years 2-5
All 3 Components of Scholarship Service, Research & Teaching, CAN overlap on occasion.

The solution is to CROSS REFERENCE them, with CARE.
IV. TEACHING

R. TEACHING PORTFOLIO - Submit as a separate pdf to the Portal

“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.

(iv) Student evaluations:

   Required: chairperson summary data information regarding student evaluations (if attached to Portal there is no need to duplicate 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.
S = Certifications  T = support material

5. Certifications

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

a) Candidate Certification:
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 made or caused to be made false statements on this application.

Signature Date

b) Chairperson Certification
I certify that I have met with the candidate, read and reviewed the application, and provided guidance with respect to this PAF.

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

T. 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.

Always need an index:
Index should match the TABLE OF CONTENTS

Attach to the END OF THE PAF and if you have paper support material leave 2 copies in the front of the box.

NEW

(No)

CHOICES:
All electronic,
All paper, or
Any combination of the two

NOT THIS YEAR
UPLOADING TO INTERFOLIO (PORTAL)

• access your MYSJU account (single sign on)

• Follow the directions e-mailed (to all Chairpersons)

• Decide if any support material also needs to be uploaded OR placed in support material box

• SEEK assistance from IT—don’t wait until the last minute
A PEEK AT THE PORTAL

- **Committee Documents**
- **PAF Form**
  - This is the PAF Form that should be in a PDF format prior to submission.
- **Chairperson's Classroom Evaluation**
  - If the Chairperson has not submitted evaluation, please contact your college liaison.
- **Dean's Classroom Evaluation**
  - This is required. However, if the Dean has not given this to you, please contact your college liaison.
- **Teaching Portfolio**
  - Please submit a PDF of your Teaching Portfolio. If you need assistance, please visit the Provost's home page.
- **Support Materials**
CONFIDENTIAL LETTERS & WEDNESDAY’S IN THE WINTER

Confidential Letters
• Dean must send letters and material
• Consultation with the P&B to secure names of referees to yield 3-6 letters
• You will not know who responded/ who couldn’t
• You will not see the letters
• The letters may not be discussed while you are making your personal appearance at any level of the process (while you are in the room)
• If you haven’t done this yet, go directly to your Dean to discuss

Wednesday’s in the winter months - Sometimes it snows – it is OK
• UPC meets every Wednesday end of Jan- April
• Tenure actions may begin late February or early March
• If you teach on Wednesdays we will try to avoid scheduling you during class time
• Make sure your presenter is around also!
• If you will be away any Wednesdays - IT IS OK – just tell me ASAP (LIKE NOW!)
• If your presenter is going to be away – IT IS OK – just tell me ASAP (LIKE NOW!)

PROCEDURAL CHANGES: TBD
Expect more virtual meetings
Where do I start?

1<sup>st</sup> years

- Download the form,
- Download the PAF with FAQ’s

Years 2-5

- Move items in the 2019-20 into “past years”

Promotion to Full

- Download Form and PAF with FAQ’s
- Find “old” PAF