Preparing Your PAF
TENURE
September 2020
OBJECTIVES

• Any changes in the PAF
• Important dates and DEADLINES
• Overview of the personal appearance at the committees

TBD: Expect more virtual meetings
THE PROCESS

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

1st and 2nd year faculty members at the rank of
Instructor or Assistant Professor stop here

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

NOVEMBER ______ PAF DUE

Covid Changes: Process
Classroom visits (more
virtual)
Meetings (virtual)

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

September
• Workshops
• Classroom visits

Memo May ___ & 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

START
Article 7 - Statutory requirements for your position

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
7.39 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
7.40 Associate Professor, Industry Professional, PHM
7.44 Associate Professor, Institute for Core Studies

Article 9 : Definitions and Eligibility for Tenure
9.01 and 9.02 = General + Associate Professor

All along you have been using the same form – continue to do so but remember ...

STATUTORY REQUIREMENTS FOR TENURE ARE DIFFERENT THAN THOSE FOR REAPPOINTMENT

Nothing new: except statutory requirement
Nothing new on the form, but you change NATURE OF ACTION
TABLE of CONTENTS

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

8. Certification
9. Index of Support Materials
Nothing here has changed since last year. Your responses will also not change much from year-to-year except E. There can be redundancy (to indicate emphasis) with another part of the PAF.

I. BIOGRAPHICAL INFORMATION:

A, B, C, D, E

Nothing new on the form, but you will need to rework section E.

2018 PAF with FAQ's (not comprehensive)

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</th>
<th>Responsibilities</th>
<th>FT/PT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* An end date is needed for 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 grow much over the course of the PAF.
* A Fulbright(s) should be in this section (cross reference it with the lectures or research if needed).
* Faculty Recognition Awards should be in this section.

A look back? Comprehensive? Point out things? Narrative?
II. RESEARCH
Is a continuous CYCLE:
F/G, H, I, J, K

Where is your emphasis this year?
II. Research Instructions (Sections F, G, H, I, J and K)

F. *Research Prospectus* (to be completed by ALL faculty members in St. John’s College of Liberal Arts and Sciences (Inc. IC3), 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 plans to contribute to scholarship, research or creative activity in your discipline.

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 plans to achieve professional growth in 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.

(ii) Use 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 the percentage of contribution to all work.

- **Your Name**: BOLD
- Colleague (TA’s, STAs) and fellows
- Student UG: Underline UG
- Student Grad Level: Underline PG
- Other, So indicate with ***

**Key: Quality of Publication**

- IPR = Internationally Peer Reviewed
- NPR = Nationally Peer Reviewed
- RP = Regionally Peer Reviewed
- LP = Locally Peer Reviewed
- X = Not Peer Reviewed

Date: Submitted | Title of Article/Journal | Book and Publisher (in proper bibliographical format for your discipline) | Length of Article | Authors/Co-Authors | Percent (%) of Contribution | Quality of Publication (see key)

(iii) Indicate the title of your doctoral dissertation, where applicable.
II. RESEARCH - F/G, H, I, J, K

Nothing new on form

FOCUS is on the WHOLE BODY OF WORK

(i)(a) CURRENT YEAR's publications

2018
- November
- October

(i)(b) PRIOR YEARS publications

2017

Are PRIOR YEAR'S clearly noted? Easy to read?

2016

2015
II. RESEARCH:

F/G, H, J, K

<table>
<thead>
<tr>
<th>J (i) ACTIVE ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition of scholarship or Professional contribution as evidenced by presentations</td>
</tr>
<tr>
<td>Invited</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>J (ii) ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at conferences</td>
</tr>
</tbody>
</table>

### J. Program Appearances/Attendance with their Dates:

List all program appearances and attendance:

- 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 collaboration as colleague, faculty member, student, or other. List titles of papers presented at each meeting with appropriate bibliographical notation, abstract, proceedings, etc. (If a paper was later published, it should be cross-listed under publications).  
  
- **Invited**
- **Submitted**

| Your Name: **BOLD** |
| Colleague(s) (F/G, H, I, J) |
| Student(s) (Underlined) |
| Student(s) (Final Level): Underline *Note* |
| Other: Do include with ??? |

#### (i) THIS PAF: CONFERENCE PROGRAM APPEARANCES with participation

(year chronological order starting with October and working backwards to last November)

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

**EXAMPLE**


#### (ii) THIS PAF: CONFERENCE PROGRAMS attended without active participation

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

II. RESEARCH:

K. Sponsored Projects and Programs:

Specify any grants applied. Include all relevant information such as project title, amount (dollar amount), name of funding source, meaning it internally (SIU) or externally funded, status of the grant (P-Pending, F-funded, UF-Unfunded), and the period of the grant award (yrs.). State whether the grant is internal or external. Follow up to existing evidence permitted (if possible with documentation in T).

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

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 (SIU) 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.
- 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 with documentation in T)
- Please clearly delineate if the grant is internal or external.
### III. SERVICE:

- **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.

---

#### L. Sustained Service to the University, School and Departmental or Divisional Committees with their Dates: (if none, so state):

<table>
<thead>
<tr>
<th>Key</th>
<th>Roles</th>
<th>Description (use more than one if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Departmental/Division Level</td>
<td>COM: Committee Activity</td>
</tr>
<tr>
<td>S</td>
<td>School/College Level</td>
<td>ADM: Administrative Assignment</td>
</tr>
<tr>
<td>U</td>
<td>University Level</td>
<td>ACAD: Academic Assignment</td>
</tr>
</tbody>
</table>

**L (i) THIS PAF: SUSTAINED Service** (list in reverse chronological order (starting this October and working backwards to last November) 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 above to categorize each activity.

**Committee (name in full), Level (See Key), Description (see key), Dates of Service (From: mmdydy To: mmdydy), Indicate Special Position (if applicable)**

- **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” (there are exceptions).
- **Items for Service**
  - Mentor for student thesis (moved into teaching section)
  - Member of a doctoral committee (moved into teaching section)
  - Faculty Mentors (moved into teaching section)
  - Spearhead 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
  - Middle States committee service

- **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

**L (ii) Prior Years’ PAF: Sustained Service INSTRUCTIONS: CUT AND PASTE** last year’s “current” to the top of this section.
For L(iii):

ICS FACULTY ONLY

please delete UNLESS you have something to put in that will help you meet your statutory requirements.

- everyone ELSE please delete UNLESS you have something to put in that will help you meet your statutory requirements.
III. SERVICE:

L, M, N

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)

Not specific to STJ

(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

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
O. Courses Taught

**INSTRUCTIONS** All applicants will complete O regardless of whether or not they are creating a teaching portfolio.

(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.
- Academic Service Learning and Learning communities can be mentioned here with a cross-reference in Service (to University initiatives).

(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>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 SIU)</th>
</tr>
</thead>
</table>
P. Chairperson and Dean Classroom Evaluation

INSTRUCTIONS All applicants should attach these forms to the PAF even if they are also placing them in the teaching portfolio

(i) Current year only of THE DEPARTMENTAL/DIVISIONAL Classroom evaluation attach to PORTAL (PREVIOUS EVALUATION FORMS CAN BE INCLUDED IN THE SUPPORT MATERIALS if you so choose)

(ii) Current year only of THE DEAN’S classroom evaluation form attach to PORTAL, (PREVIOUS EVALUATION FORMS CAN BE INCLUDED IN THE SUPPORT MATERIALS if you so choose)

Q. Chairperson Summary of Course Evaluations

INSTRUCTIONS All applicants should attach these forms to the PAF even if they are also placing them in the teaching portfolio

CHAIRPERSON’S SUMMARY, comments and recommendations as well as your responses attach to PORTAL. Please note that this does not apply to first-year faculty in all ranks.

Nothing new on form
IV. TEACHING

O, P, Q, R

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.

- The ONLY 4 required elements
- Attach separately to the Portal

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.
All 3 Components of Scholarship Service, Research & Teaching, CAN overlap on occasion.

The solution is to CROSS REFERENCE them, with CARE.

Example:
Teaching an Academic Service Learning course may include research you are conducting on site with your class.
In this case, put it in Teaching and cross reference it in Research.
Where you cite it in Research, put a description of how this item is justified as research to you.
S = Certifications  
T = Support Material

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.

NOT THIS YEAR

(No)

CHOICES:

- All electronic,
- All paper,
- Any combination of the two

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.
Classroom Evaluations

“it is IMPERATIVE that Chairpersons and Deans complete classroom evaluations and relay results to the” faculty member before October 2020

BUT WHAT IF THEY CAN’T/DON’T...

Confidential Letters

How do I know if my confidential letters are in.....

IF YOU HAVEN’T HEARD ANYTHING...
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  
  \textbf{\textit{NOT THIS YEAR}}

• SEEK assistance from IT— don’t wait until the last minute
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
SMILE !!! YOU GOT THIS!!