Preparing your PAF
Years 1-5 and Promotion to Full

September 14, 2021
<table>
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<tr>
<th>First Year Faculty</th>
<th>Years 2-5</th>
<th>Associate to FULL</th>
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<tr>
<td>Reappointment</td>
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<td>New form</td>
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<td>New form and/or new developments since last used the form</td>
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<td>Where to get info</td>
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<td>Getting started</td>
<td>Continue and grow</td>
<td>What is new since tenure?</td>
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<td>“old” PAF will be attached to the end of this form as Support Material</td>
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WHAT IS THE PAF?

- Personnel Action Form – a FORM to be completed helps you organize Teaching, Research and Service and demonstrate how you have met the requirements that are set out in the CBA and University Statutes.

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

- Doesn’t change from year to year (minor tweaks)

  **BUT - COVID caused a few PROCESS changes last year – some will continue**
CBA
Teaching, Research and Service
• Three legged stool
• Generic to University life AND customized to STJ

University Statutes
Article 7
• Specific to Rank but BROADLY defined
  • Instructor, associate professor, etc..
• Specific to your department, division, discipline
Collective Bargaining Agreement

P.A.F. Personnel Action Form

CBA & Statutory Requirements are aligned with THE PAF’s Table of Contents
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
7.08 Instructor, Industry Professional
7.09 Assistant Professor – General
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
7.15 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
• 7.21 Associate Professor, Prof. Library Faculty
• 7.22 Professor – General
• 7.23 Clinical Professor – Dept. of Psychology
• 7.24 Professor - College of Professional Studies
• 7.25 Professor – The Peter J. Tobin of Business

Many different appointments and many differences within these appointments – yet we use the SAME form for everyone – WHY?
PAF is sufficiently BROAD to allow for the differences WHILE maintaining a sense of order

What does Teaching, research and service look like for you?
THE PROCESS & TIMELINE

DECEMBER 2021
CPC = College Personnel Committee
Chairperson – Dean of the College/School

NOVEMBER 2021
P & B = Department/Division Committee
Chairperson – Chair of the Department/Division

PAF DUE November 5

JAN - APR 2022
University Personnel Committee
20 members; 10 administrators, 10 elected faculty
(Every Wednesday)

May 2022
Board of Trustees
Official letters sent

Memo May 17 & PAF
(via Chairpersons, on Provost’s Web page)

Summer 2021 (reappointments)
- Begin working on upcoming PAF
- Move everything on last year’s form down

September
- Workshops
- Classroom visits

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

• **YEARS 1 and PROMOTION TO FULL:** Download the PAF

• **YEARS 2-5:** Work off of last year's PAF
Personnel Action: General Directives

A draft of the entire application must be reviewed by the Chairperson, on or before October 31, 2020, in order that revisions may be made prior to submission to the PAF, as well as to the departmental/college review team. This will guarantee that the PAF is appropriately prepared for the departmental or divisional review and prompt approval delay, if needed, 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 this action must be included at the time the PAF is transmitted to the departmental or divisional personnel and budget committees 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, all material is required to be included at an early stage in the 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 and discussed with the Chairperson prior to submission to the Provost. Chairpersons will be asked to certify that they have read the document and offered guidance to the applicant.

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

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

5. Two paper copies of “I,” 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 review the form through the portal to the next 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 the 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 one sheet or 11” x 17”. CHECK ALL COPIES. Please staple each form at the top left corner. Do not use binder clips or large clips.

9. The respective Chairperson of all personnel committees are not to send 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
**I. BIOGRAPHICAL INFORMATION**

A. Educational Background/Certifications
B. Teaching Experience
C. Professional Experience
D. Academic Awards and Honors
E. Significant/Unsung Achievement

**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 Appropriances/Attendance with their dates
K. Sponsored Projects and Programs (Internal and external)

**III. SERVICE**

L. Sustained Service to the University
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

**CERTIFICATION & SUPPORT MATERIAL**

S. Certification
T. Index of Support Materials

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*If you are a member of the faculty of SJC (ie., 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.*
Promotion to full = Emphasis on E: What brings you here now?

- PLAN - ideas (F/G)
- Get results and submit (H/I)
- Modify idea, get new idea (F/G)
- Start to work; put pen to paper; set up lab and supplies (H/I)
- Results accepted; begin publications or presentations (I-J)
- Results translated into submissions to journals, conferences, etc. (H/I)
- Trash old idea or part of it (F/G)
- Start completely new project (H/I)
- Begin other experiments (H/I)
- Accepted in journals, conferences (I-J)
- Significant research (I)
- Publications with their Sponsers (I)
- Program Appearance/Attendance with their Sponsers (I)
- Sponsored Projects and Programs (internal and external)
H. Significant Research (aka pipeline)

**H(i)** describe what is actual/tangible

- Research or projects - just starting, in progress, ready for submission

**H(ii)** a chronological list

- What was submitted but NOT accepted YET – you just haven’t heard either way
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
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
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 a 2. Internally (SIU) or externally funded; dates of the grant; F-Funded; U-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.

| Your Name: BOLD |
| Colleges (SIU); DEU and other |
| student/see underline U |
| 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. | $1500. Amount (with number of years) | Internal (SIU) or Name of the Source of Funding | Status (F-Funded; U-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 w/ documentation in T).

Dependent on discipline
Important: USE the KEYS to assist the READER

And distinguish the CURRENT & PRIOR YEARS

CURRENT YEAR
Approximately one year’s worth of information October/November 2020 - November 2021
Reverse chronological order
• November 2021
• October 2021
• March 2021
• January 2021
• December 2020

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

2019-2020
THESE ARE LAST YEAR’S CURRENT ITEMS whatever you had last year in current year – cut and paste here

2018-2019
2017-2018
2016-2017
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

Everyone please delete.

ICS Faculty Only
III. SERVICE

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.

- Not specific to SJU

(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.

- “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
IV. TEACHING

NOTE: Years 3-5

The grid was relabeled for better clarity

REPLACE THE OLD GRID WITH THIS ONE

### IV. Teaching Instructions

O, P, Q and R

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#### O. Courses Taught

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

1. Write one paragraph about your teaching.
   - **Instruction:** Write more if you do not have a teaching portfolio. Back it up with “evidence” in the support material if possible.
   - **Instruction:** Academic Service Learning and Learning communities can be mentioned here with a cross-reference in Service (to University initiatives).

2. 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 (Oct. 2010)</th>
<th>Course Title and Number</th>
<th># of Credits</th>
<th>New Prep. (Yes)</th>
<th>New Courses (Y/N)</th>
<th>USE of GRE</th>
<th># of Students</th>
<th>Institution where Course was Taught (if not St. John’s)</th>
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**CHECK CHART**
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

S. Certifications
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 and/or willfully 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 ______________________________

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.

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

Always need an index: Index should match the TABLE OF CONTENTS Add to the END OF THE PAF and if you have paper support material leave 2 copies in the front of the box.
UPLOADING TO INTERFOLIO (PORTAL)

- [https://signon.stjohns.edu/](https://signon.stjohns.edu/)

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

- 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
PROMOTION TO FULL:
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, FULL professor actions go last

• If you teach on Wednesdays we will try to avoid scheduling you during class time

• 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!)

Expect more virtual meetings in lower committees but not in the UPC.
Classroom Evaluations

“it is IMPERATIVE that Chairpersons and Deans complete classroom evaluations and relay results to the” faculty member before October .. 2021

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...
Where do I start?

1st years
Download the form,
Download the **PAF with FAQ’s**

Years 2-5
**PAF with FAQ’s**
Move items in the 2020-21 into “past years”

Promotion to Full
Download Form and **PAF with FAQ’s**
Find “old” PAF