Preparing your PAF
TENURE

September 2021
OBJECTIVES

• Changes to the Personnel Action Form

• Reappointment objectives versus Tenure action objectives

• Important dates and DEADLINES

• Overview of the personal appearance at the committees
**THE PROCESS & TIMELINE**

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

**May 2022**
- **Board of Trustees**
- Official letters sent

**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**

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

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

**September**
- Workshops
- Classroom visits

**Memo May 17 & PAF**
- (via Chairpersons, on Provost’s Web page)
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
Nothing new on the form, but you change NATURE OF ACTION
I. BIOGRAPHICAL INFORMATION
   A. Educational Background/Certifications
   B. Teaching Experience
   C. Professional Experience
   D. Academic Awards and Honors
   E. Significant/Distinguished Achievements

II. RESEARCH
   F. Research Prospectus (required for LAS, EDU, TCB, PHM)
   G. Plan for Professional Growth (required for CPS and TSB)
   H. Significant Research
   I. Publications with their Dates
   J. Program Appearance/Attendance
   K. Sponsored Projects and Grants

III. SERVICE
   L. Sustained Service to 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

CERTIFICATION & SUPPORT MATERIAL
   S. Certification
   T. Index of Support Materials

* If you are a member of the faculty of SJU (i.e., CJS, EDU, TCB or PHM, please complete F and NOT G. If you are a member of the faculty of CPS or LIB, please complete S and NOT F.
I. BIOGRAPHICAL INFORMATION:

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>
</thead>
<tbody>
<tr>
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</tbody>
</table>

- Certifications & original data
  - Certification required (yes or no)
  - Dates of recertification (or NA)
  - Next recertification date (or NA)

- Enables committee members to see how long between certifications
- CONTINUING EDUCATION COURSES ARE NOT THE FOCUS OF THIS SECTION
- Clinical Pharmacy Practice pharmacy faculty members should include residency training program in this section

B. Teaching Experience

<table>
<thead>
<tr>
<th>Institution</th>
<th>Years Taught</th>
<th>M/F</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

- List all full-time teaching experience at other institutions in reverse chronological order

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>Dates of Employment</th>
<th>Responsibilities</th>
<th>FT/PT</th>
</tr>
</thead>
<tbody>
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</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>
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<tbody>
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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.
- A Fulbright should be in this section (cross reference it with the lectures or research if needed).
- Faculty Recognition Awards should be in this section.

E. Significant/Distinguished Achievements: Write a paragraph about what you consider to be your most distinctive achievements (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 the accomplishment is large enough you may decide to keep it as is—an unusual case (Nobel Peace Prize).
- Tip: This is a good place to highlight evidence of teaching effectiveness.

Nothing new on this section, but you WILL need to rework section E.
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. JS), 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.

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.

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

2. List articles and/or books submitted but not yet accepted for publication (or “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.

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Colleague (STJ, STJ), and below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student UF Underline UF</td>
<td>Student (Grad Level); Underline GRAD</td>
</tr>
<tr>
<td>Other (So indicate with ***</td>
<td></td>
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</tbody>
</table>

Key: Quality of Publication
- UPR = Internationally Peer Reviewed
- NPR = Nationally Peer Reviewed
- RPR = Regionally Peer Reviewed
- LPR = Locally Peer Reviewed
- X = Not Peer Reviewed

Date Submitted | Title of Article / Journal / Book and Publisher (Use proper bibliographical format for your discipline) | Length of Article | Authors / Co-Author(s) | Percent (%) of Contribution | Quality of Publication (Use Key)

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

1. Publications with their Dates:

| KEY Identifier | Key: Quality of Publication (more than one designation may be used.
<table>
<thead>
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<tbody>
<tr>
<td>Your Name. BOLD</td>
<td>IRR - Internationally Peer Reviewed</td>
</tr>
<tr>
<td>Colleague (T, F, I) and date</td>
<td>NFR - Nationally Peer Reviewed</td>
</tr>
<tr>
<td>Student/Underline (X)</td>
<td>RIR - Regionally Peer Reviewed</td>
</tr>
<tr>
<td>Student (Great Latvia) Underline (OSSA)</td>
<td>LIR - Locally Peer Reviewed</td>
</tr>
<tr>
<td>Other: So indicate with ***</td>
<td>Y - Not Peer Reviewed</td>
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INSTRUCTIONS. PUBLICATIONS: List in reverse chronological order, beginning with this academic and working backwards to last Oct/Nov.

For articles, clearly indicate: Title, Journal, date (month and year), volume and pagination.

For books, include the name of the publisher. List a publication as a book ONLY if it is completely authored, co-authored, or edited by you. Section maesters must be indicated separately.

If in an article or book has been submitted and accepted but not published, please add the letter of acceptance on to the end of the PAF or place it in the support material.

Proceedings and abstracts are listed in this section must have the appropriate designation: from the key above.

FOCUS is on the WHOLE BODY OF WORK

Are PRIOR YEAR'S clearly noted? Easy to read?
III. SERVICE

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

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" 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 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 outside the University

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>
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IF YOU HAVEN’T DONE SO YET,,,,,
REPLACE THE OLD GRID WITH THIS ONE
IV. TEACHING

O, P, Q, R

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.

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

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

(NO)

**CHOICES:**

- All electronic,
- All paper,
- 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/

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

- SEEK assistance from IT – don’t wait until the last minute
**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...
RELAX – YOU GOT THIS!!!