Preparing your PAF
TENURE

September 2023
OBJECTIVES

• Reappointment Action statutes versus Tenure Action statutes

• Important dates and DEADLINES

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

JAN - APR 2024
- University Personnel Committee
  20 members; 10 administrators,
  10 elected faculty
  (Every Wednesday)

May 2024
- PRESIDENT
  MAY Memo & PAF
  (via Chairpersons, on Provost's Web page)

Summer 2023 (reappointments)
- Begin working on upcoming PAF
- Move everything on last year's form down

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

November 2023
- CPC = College Personnel Committee
  Chairperson – Dean of the College/School

December 2023

NOTE: 1st and 2nd year Instructor or Assistant

PAF DUE November 3
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

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

Article 9 : Definitions and Eligibility for Tenure
9.01 and 9.02 = General + Associate Professor
Nothing new on this page, 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 UGM)
H. Significant Research
I. Publications with their Dates
J. Program Approvals/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 Evaluations
R. Teaching Portfolio

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

Once document is complete NUMBER the pages

*If you are a member of the faculty at SCJ (e.g., CS, RDU, TCB or PHM, please complete F and NOT G. If you are a member of the faculty of CPS or UGM, please complete G and NOT F.*
II. Research Instructions
Sections F, G, H, I, J and K of the PAF

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 CCPS or LIB, please complete G and NOT F. If applicable, please describe research efforts that support an equitable teaching and learning environment.

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)
If applicable, please mention any service activities related to community groups, councils, committees and centers whose work reflects the University commitment to an equitable and inclusive teaching and learning environment.

IV. Teaching Instructions
O, P, Q and 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. Observation summaries should include how the faculty member has created an inclusive environment demonstrated by pedagogical methods, classroom presentations or student engagement strategies that reflect the University’s commitment to an equitable and inclusive teaching environment.
I. BIOGRAPHICAL INFORMATION:

A, B, C, D, E

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

- An end date is needed for this section.

E. Significant/Distinguished Achievements

- This should be a strategically chosen accomplishment 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 may evolve (slightly or considerably).
- Tip: This is a good place to highlight evidence of teaching effectiveness.

Where is your emphasis this year?

Nothing new
II. Research:

F/G, H, I, J, K

DON'T FORGET F/G and H
still very important BECAUSE PLANS SHOULDN'T STOP AT TENURE

II. Research Instructions (Sections F for 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. K23, 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 (please, so state).

(i) Describe briefly your significant research, indicating dates where possible.

(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-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>BOLD</th>
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<tr>
<td>Colleague (ST): (ST) and/ or</td>
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<td>Student (UG): Underline UG</td>
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<td>Student (Grad Level): Underline GUG</td>
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<td>Other: So indicate with ***</td>
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Key: Quality of Publication
- IPR = Internationally Peer Reviewed
- NPR = Nationally Peer Reviewed
- RPR = Regionally Peer Reviewed
- LP = 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 = 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

### I. Publications with their Dates:

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

<table>
<thead>
<tr>
<th>KEY Identifier</th>
<th>Key: Quality of Publication (more than one designation may be used (preferred))</th>
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<tr>
<td>Your Name: BOLD</td>
<td>IP: Internationally Peer Reviewed</td>
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<td>College: (STG) (ST) and others</td>
<td>NP: Nationally Peer Reviewed</td>
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<td>Y: List Peer Reviewed</td>
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<tr>
<td>IF: IMP Published</td>
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<tr>
<td>Online publication (In press)</td>
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<td>M: Manuscript proceeding</td>
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<td>F: Full-paper published in proceedings</td>
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<tr>
<td>All: Article/Abstract in proceedings</td>
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**INSTRUCTIONS ON PUBLICATIONS:** List in reverse chronological order, beginning with this October and working backwards to last Oct/November.

- All publications or manuscripts accepted for publication within those dates. Using the chart below distinguish your publication as a book (published, edited), articles (peer-reviewed, invited, etc.), book chapters, proceedings, expositions, other.
- In the case of co-authored or co-edited 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 indicates the 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. Co-authors/editors must be indicated separately.
- 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.
- Proceedings and abstracts listed in this section must have the appropriate designations from the key above.

**FOCUS** is on the WHOLE BODY OF WORK.

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

**Nothing new on form**
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, 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 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.

(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 2020, Spring 2021)</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 SJU)</th>
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**IF YOU HAVEN’T DONE SO YET,,,, REPLACE THE OLD GRID WITH THIS ONE**
All 3 Components of Scholarship Service, Research & Teaching, CAN overlap on occasion.

The solution is to CROSS REFERENCE them, with CARE.
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

Index of Support Material
Attach an index of the support material you are providing to the end of this PAF. Actual support material should be completely in electronic format.
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!)
Classroom Evaluations

“it is IMPERATIVE that Chairpersons and Deans complete classroom evaluations and relay results to the” faculty member before **October 20, 2023**

**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!!!