Preparing your PAF
Years 1-5 and Promotion to Full
September 2023
# OBJECTIVES

<table>
<thead>
<tr>
<th>First Year Faculty</th>
<th>Years 2-5</th>
<th>Associate to FULL</th>
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<tbody>
<tr>
<td>Reappointment</td>
<td>Reappointment</td>
<td>Promotion</td>
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<tr>
<td>New form</td>
<td>New developments</td>
<td>New form and/or new developments since last used the form</td>
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<tr>
<td>Where to get info</td>
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<td>Important dates/deadlines</td>
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<td>Teaching</td>
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<td>Research</td>
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<td>Service</td>
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<tr>
<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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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)

CBA

- Article 9 Teaching, Research and Service
- Generic to University life AND customized to STJ

University Statutes

- Article 7 Specific to Rank but BROADLY defined Instructor, assistant professor, associate professor, etc..
- Specific to your department, division, discipline
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 presenta-
tion, and student engagement. Consistent with the University’s commitment to an
equitable and inclusive teaching and learning environment, the University shall recog-
nize the accomplishments of faculty members that pursue pedagogical methods, class-
room presentation, and student engagement strategies that reflect this commitment.
However, this provision is not intended to create or substitute any new
requirements under the standards governing promotion and tenure as detailed in Article 6.02 of
this Agreement. Also important is the faculty member’s commitment to be accessible to
students outside the classroom. Representative examples of such activities include
advancement, academic discussions, institutions of excellence, and collaborative learning
opportunities, and for counseling and mentoring students about research, career
choices, and professional interests. Representative examples of research mentoring
include independent studies, organized research groups, and/or project mentoring,
directed readings, theses, and dissertations. The faculty member is expected as a
matter of course to be available to his students and to discharge his/her
responsibilities for student advancement in a conscientious, professional, and considerate
manner. Paragraph 9.27 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 shall be eligible
for active in research and scholarship. In the consistent with the University’s commitment to creating an
equitable and inclusive teaching and learning environment, the University shall acknowledge
faculty members that demonstrate research and scholarship that reflects this commitment.
However, this provision is not intended to create or substitute any new requirements under
the standards governing promotion and tenure as detailed in Article 6.02 of this Agreement. In the
Collins College of Professional Studies and in the University Libraries, faculty members
shall be engaged in professional development, unless a faculty member in the
Collins College of Professional Studies has elected to engage in research and scholarship
commissions with faculty elsewhere at the University (see Appendix I). Consistent with the University’s
commitment to creating an equitable and inclusive teaching and learning environment, the

9.04 Service

In keeping with the significant and appropriate involvement of the faculty in the academic
administration of the University, the faculty member recognizes the obligations to develop, support
and enhance the life of the University by participating in department, college and University
commitees 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 workshops
and updating courses and programs to maintain their quality, relevance and visibility. Consistent
with the University’s commitment to creating an equitable and inclusive teaching and learning
environment, the University shall recognize faculty members that participate in University or
community groups, councils, committees and events whose work reflects this commitment.
However, this provision is not intended to create or substitute any new requirements under
the standards governing promotion and tenure as detailed in Article 6.02 of this Agreement.
Many different appointments and many differences within these appointments – yet we use the **SAME** form for everyone – WHY?

It is sufficiently **BROAD** to allow for the differences **WHILE maintaining a sense of level ground & order for the readers**.

**What does teaching, research and service look like for you?**
6.03 Establishing Department/Division Standards for Reappointment, Promotion and Tenure

The Administration and AAUP-FA agree that tenure track faculty to receive written guidance from the collective faculty of their academic department or division concerning the standards for reappointment, tenure and promotion that are applied within the individual academic department or division under Articles 7 and 8 of the University Statutes.

By the end of the 2022-23 academic year, each academic department or division must provide its Faculty Council and Dean written standards for reappointment, tenure, and promotion that will be applicable to all faculty within the department or division. In order to assist with this work, the Deans will provide written instructions to the departments/divisions within their college within thirty (30) days of this Agreement being executed by the parties. The instructions will identify any proposed minimum thresholds that must be a part of the department/division standards.

In developing these standards, each department and division will ensure that the guidance set forth by the department and division treat all faculty with fairness during their personnel processes. In doing so, these standards should be clear, with yearly and concise benchmarks, to ensure fairness during the reappointment, tenure and promotion processes.

When the draft standards are finalized by the academic department or division, they will be sent to the faculty council of the college for final review and approval. The faculty council will ensure that the written standards are consistent with Articles 7 and 8 of the University Statutes and that the standards treat all faculty with fairness understanding requisite differences across academic disciplines and tenure tracks.

Deans will support the departments by promulgating the department and division standards for tenure and promotion to pertinent faculty in their respective colleges, especially to the members of their college personnel committees. Deans will also send these standards to the Provost’s Office and they will also be followed up by the respective college committees. Deans will facilitate the consistency of reappointment, tenure, and promotion standards throughout the college while also acknowledging and understanding requisite differences between academic disciplines and tenure tracks.

The Provost will facilitate the consistency of reappointment, tenure, and promotion standards throughout the University while also acknowledging and understanding requisite differences between different colleges and tenure tracks. The Provost will send the department standards for reappointment, tenure, and promotion to the University Personnel Committee and to the Board of Trustees.

Once finalized and approved, the standards for reappointment, tenure and promotion will be applied to tenure track faculty whose employment commences after September 1, 2023. The standards will be regularly reviewed by the academic department or division and modified as needed with the requisite approval of the faculty council.
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

September
• Workshops
• Classroom visits

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

NOTE: 1st and 2nd year Instructor or Assistant

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

NOVEMBER 2023
P & B = Department/Division Committee
Chairperson – Chair of the Department/Division

PAF DUE November 3
Learn More

• Personnel Action Form (PAF)

• Academic Support for Your Students

• Guidelines for Program Proposals

• Annual Faculty Activity Report

Personnel Action Form (PAF)

The Personnel Action Form (PAF) is what faculty submit when applying for Reappointment, Tenure, or Promotion. This page features information of importance to all full-time junior faculty who must fill out the PAF every year, as well as senior faculty going through the PAF process for promotion. PAFs are submitted to Department Chairs and Directors in October every Fall. Please note that all deadlines for submission are firm.

Updated information on the PAF files below has been posted.

• PAF for 2023-2024 (Word)
• Preparing Your PAF-General
• Provost’s May Memo 2023 (PDF)
• PAF with FAQ’s 2023-2024 (PDF)
• Dean-Chair Course Evaluation Forms (Word)
• Dean-Chair Diversity Examples in Teaching, Research and Service (PDF)
• Dean-Chair Course Evaluation Form - Online Courses
• Confidential Letters Procedure (PDF)
• Confidential Letters Referees (PDF)
• Preparing Your PAF-Tenure Actions (PDF)
• Preparing Your PAF-Years 1-5 and Full Professor (PDF)
• Preparing Your PAF-Info for Chairs & P&B
Personnel Action: General Directives

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

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 submitted to the Department or Divisional Personnel and Budget 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 reviewing committee.

3. All information requested on this form is to be completed according to the directions. Follow the prompts indicated in the keys next to the section. Use 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 your application. Remove this page prior to submission to the Portal.

5. 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.

6. Once in PDF format, the PAF may be loaded into 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.

7. NO PAPER COPIES will be needed and all support material should be in electronic format and submitted to the Portal.

8. The respective Chairpersons of all personnel committees are not to send out any other instructions.

NOTE: The guidelines in BLUE are advisory only and provided to assist you with some of the more frequent questions encountered.

The dates mentioned in the PAF and MAY MEMO are the suggested last dates that these events can occur for timely submission to the PAF portal.

If all the entire application must be reviewed with your Chairperson ON OR BEFORE Friday October 27, 2023, in order that revisions may be made prior to submission to the Portal and before the departmental/divisional review, this will guarantee that the PAF is appropriately prepared for the Departmental or Divisional review and prevent untoward delays, re-meeting, 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 this action must be included at the time the PAF is submitted to the Department or Divisional Personnel and Budget 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 reviewing committee.

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4. All applicants must complete the Cover Page and the Table of Contents. These pages must constitute the first two pages of your application. Remove the page prior to submission to the Portal.
Date of Appointment:
Do not include contract years or adjunct years

Nature of the action:
- 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/Distinguished Achievements

II. RESEARCH
F. *Research Prospectus (required for LAS, EDU, TCB, PHM)
G. *Plan for Professional Growth (required for CBS, TCH, LAS)
H. Significant Research
I. Publications with their Dates
J. Program Appearance
K. Sponsored Projects and Funding

III. SERVICE
L. Sustained Service to the University
M. Membership in Professional Organizations
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., TCB), please complete F and NOT G. If you are a member of the faculty of CPG or ULE, please complete G and NOT F.

Once document is complete NUMBER the pages
II. Research Instructions
Sections F and 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.
TIP: Promotion to full = Emphasis on E: What brings you here now?
II. RESEARCH: “F” or/ “G”

If you are a member of the faculty of SLC, KCI, CSL, TCO or PIM, please complete F and NOT G. If you are a member of the faculty of CCO or LIU, please complete G and NOT F.

F. Research Prospects (to be completed by all faculty members in St. John’s College of Liberal Arts and Sciences, School of Education, School of Business and College of Pharmacy and Health Sciences):

In a brief narrative below, describe your plans to contribute to scholarship, research or creative activity in your discipline.

OR

G. Plan for Professional Growth (to be completed by all faculty members in the College College of Professional Studies and the University Libraries):

In a brief narrative below, describe your plans to achieve professional growth in your discipline.

• key word = PLAN It didn’t happen yet

• EVERYONE FILLS OUT EITHER F or G, NEVER BOTH!

• 2-3 paragraphs at most (narrative)

H. Significant Research (aka. pipeline)

2nd and 3rd year applicants at the rank of Instrcutor or Assistant Professor, only fill out if applicable (if F)

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

<table>
<thead>
<tr>
<th>KEY: Identifiers</th>
<th>KEY: Quality of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name: BOLD</td>
<td>IPR = Internationally Peer Reviewed</td>
</tr>
<tr>
<td>Colleague: (SU) (S/U) and Italiccs</td>
<td>NPR = Nationally Peer Reviewed</td>
</tr>
<tr>
<td>Student: Underline LIU</td>
<td>RPR = Regionally Peer Reviewed</td>
</tr>
<tr>
<td>Grad Level: Underline GRAD</td>
<td>LPR = Locally Peer Reviewed</td>
</tr>
<tr>
<td>Other: So indicate with ***</td>
<td>X = Not Peer Reviewed</td>
</tr>
</tbody>
</table>

* Articles and/or books submitted but not yet accepted for publication (your “pipeline”) in reverse chronological order and include copies of cover 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 the work.

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Title of Article/Journal</th>
<th>Book and Publisher (use proper bibliographical format for your discipline)</th>
<th>Length of Article</th>
<th>Authors / Co-Authors + Percent (% of Contribution)</th>
<th>Quality of Publication (Use Key)</th>
</tr>
</thead>
</table>

H(i) describe actual/tangible Research or projects
• just starting,
• in progress,
• almost ready for submission

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

- Get results and submit H (ii)
- Modify idea, get new idea (F/G)
- Results accepted become publications or appearances or showings (I-J)
- Results translated into submissions to journals, conferences, etc. H(ii)
- Start to work: put pen to paper, set up lab and supplies H(i)
- Trash old idea or part of it (F/G)
- Begin other experiments H(i)
- Accepted in journals, conferences (I-J)
- Start completely new project (H)i

Year 1-2

F. Research Prospectus (required for LAS, EDU, TQM, PMI)
G. Plan for Professional Growth (required for CPS and UBI)
H. Significant research
I. Publications with their Dates
J. Program Appearances/Attendance with their Dates
K. Sponsored Projects and Programs (Internal and External)
1. **Publications with their Dates:**

   1st and 2nd year applicants of the rank of Instructor or Assistant Professor, only fill out if applicable. (If none, sort out.)

   **ECY identifiers**
   - Your Name: BCLD
   - Colleague (STJ, STL) and Alumni
   - Student ID: Underline &
   - Student (Grad Level): Underline &
   - Other: So indicate with ***

   **Key: Quality of Publication (more than one designation may be used check all that apply)**
   - IPR = Internationally Peer Reviewed
   - NPR = National Peer Reviewed
   - PRP = Regionally Peer Reviewed
   - LPR = Locally Peer Reviewed
   - XX = Not Peer Reviewed
   - SP = Self-Published
   - Online publication (e-journal)
   - FPP = Peer reviewed proceeding
   - FF = Full paper published in proceedings
   - LR = abstrct/abstract in proceedings

   **Instructions:**
   - List in reverse chronological order beginning with this October and working backward to last November all publications or monographs accepted for publication within those dates. Using the chart below, distinguish your publication as a book (authored, edited), articles (peer reviewed, invited, etc.), book chapters, proceedings, abstracts, other.
   - In the case of noninvestigated or unauthored research or submitted publications, you MUST indicate the identity of the person according to the chart below and each persons percentage of contribution to the work.
   - For journal articles, clearly indicate 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. Sections/chapters must be indicated separately.
   - If an article or book has been submitted and accepted but not published, please scan the letter of acceptance or the end of the PAF or place it in the supporting material.
   - Proceedings and abstracts (or lists in this section must have the appropriate designations from the key above.

   **Current Years: Publications for this PAF Cycle**
   (Use reverse chronological order starting with this October and working backward to last October)

   **Title of Publication & Publisher**
   (To the best of your knowledge, use proper bibliographical format for your discipline)

   - **Title of Article/Book:**
   - **Publisher & Journal:**
   - **Authors & Co-Author:**
   - **Percent (%):** of Contribution
   - **Length of Article (if applicable):**
   - **Quality of Publication (Use Key):**

   **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.

   **TIP: Promotion to full**

II. **RESEARCH:**

What was
- ACTUALLY published by November or,
- OFFICIALLY accepted
- AT THE TIME YOU SUBMIT THE PAF

Use the key
- May create subdivisions if needed
II. RESEARCH: J (i) (ii)

• 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

J. Program Appearances/Attendance with their Dates:
List all program appearances and attendance

- List all program appearances with their 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 collaborator as a colleague, faculty member, student, or other. List titles of papers presented at each meeting with appropriate bibliographical notations, abstracts, proceedings, etc. If a paper was later published, it should be noted under publication J * *
- List all conferences attended without active participation in the chart below
- List appearance for prior years with participation
- List attendance for prior years without participation

Key Roles
- K: Session Paper Presenter
- M: Discussant
- D: Discussant
- G: Session Organizer
- R: Paper Session Presenter
- E: Executive Board Member
- D: Discussant or Non-present
- A: Paper presented by colleague in your absence

(i) THIS PAF: CONFERENCE/PROGRAM APPEARANCES with participation
(reverse chronological order, starting this October and working backwards to last November)

EXAMPLE
July 25, 2022: International Conference of Science, S.A.D. and N.S.A. International, A

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

Separate this year from prior years using reverse chronological order

CROSS REFERENCE

Use the key (a lot of options)
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 Internally (SIU) or externally funded, status of the grant (P-Funded; UF-Unfunded), and the award period of funded grant. If necessary, use the key below to identify any collaborator and include percent contribution. Please use reverse chronological order from date of submission.

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

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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

KEY: Identifiers
- Your Name: BOLD
- Colleague (STI): (STI) and Italics
- Student UG: Underline UG
- Student (Grad Level): Underline GRAD
- Other: So Indicate with ***

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 state)
- FFP: full paper published in proceedings
- AP: Abstract/Descriptive in proceedings

And distinguish the CURRENT & PRIOR YEARS

CURRENT YEAR
Approximately one year’s worth of information October/November 2022 - November 2023
Reverse chronological order
- October 2023
- July 2023
- March 2023
- December 2022

PRIOR YEARS

2021-2022
LAST YEAR’S “CURRENT YEAR” – cut and paste here

2020-2021
2019-2020

2022
LAST YEAR’S “CURRENT YEAR” – cut and paste here

2021
2020
2019

OR

2021-2022
LAST YEAR’S “CURRENT YEAR” – cut and paste here

2020-2021
2019-2020
L : (i), (ii), (iii)

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

L (ii) if it is redundant you should not include it – looks PADDDED.

L (iii) ICS FACULTY ONLY – Everyone else please delete
III. SERVICE

L. Sustained Service to the University, School and Departmental/Divisional Committees,......
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).
1. 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) x Category (Local, Regional, National, International, etc.) y Dates of Membership (From – To) z, Indicate any special position if applicable (From – To)

   • Not specific to SJU

(0) 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

TIP: Promotion to full
IV. TEACHING

O, P, Q, R

NOTE: Years 3-5

The grid was relabeled for better clarity

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.
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

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.
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)

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...**
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