



ST. JOHN'S
UNIVERSITY

PAFs, P&Bs, and CPCs

September 2025

- I. Shared governance in the Personnel Process
- II. Role of the chairpersons and deans
- III. Meetings
 - a. Confidentiality, Mentoring, Personal Appearances
 - b. Voting and Decision letters
- IV. CBA and MOUs
- V. "What we tell the faculty"
- VI. Interfolio as the Portal

P&B

Chaired by Chair of
dept. or division
4-5 faculty members

Same discipline

CBA 2.02(b)(i) Faculty Responsibility

The faculty has **primary responsibilities** for...the area of faculty status which includes appointments, reappointments, decisions not to reappoint, promotions and tenure

CPC

Chaired by Dean
College/School
4 faculty members +
Dean

Disciplines may vary

REAPPOINTMENT 8.03, PROMOTION 8.05, AND TENURE 9.05 Statutes 8.03 (b), (c), (d)

Written information describing the qualifications of the candidate (the PAF), are transmitted to the Departmental P&B for discussion and advice. **The Department P&B Committee shall make the initial decision...** and shall forward the record of its deliberations (the PAF and minutes) to the appropriate **College Personnel Committee...** the record of the deliberations of the CPC shall be forwarded by the Dean to the Chairperson of the University Personnel Committee

UPC

Chaired by Provost
20 members
10 appointed
administrators
10 elected faculty

Disciplines WILL vary

Statutes 6.26 (c)

The UPC shall submit recommendations **...to the President** whose decision shall be final

THE PROCESS & TIMELINE

*NOTE: 1st and 2nd year
Instructor or Assistant******

DECEMBER 2025

CPC = College Personnel
Committee

Chairperson – Dean of the
College/School

NOVEMBER 2025

P & B = Department/Division
Committee

Chairperson – Chair of the
Department/Division

PAF DUE November 5

JAN - APR 2026

University Personnel Committee
20 members ; 10 administrators,
10 elected faculty
(Every Wednesday)

May 2026
PRESIDENT

START

MAY Memo & PAF
(via Chairpersons, on
Provost's Web page)

Summer 2025 (reappointments)

- Begin working on upcoming PAF
- Move everything on last year's form down

September 2025

- Workshops
- Classroom visits

October 2025

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

Guide the faculty member & department/division through this process

- Mentor or assign a mentor
- Classroom visits
- Facilitate P&B meetings as Chairperson of that committee
- Present the faculty member to CPC and UPC (tenure and promotion actions)
- Decision letters

4.02 Statutes Department Meetings to Facilitate Faculty Development in Teaching

In order to facilitate ongoing faculty development in teaching and promote shared knowledge and techniques in support of building and maintaining a culture of learning among faculty and students, each department will set aside one meeting per semester for faculty to discuss syllabi, teaching portfolios and classroom observations.

4.07 Statutes: The Department Chairperson

- is the academic leader of the Department
- a faculty member as well as the departmental liaison to the administration
- has a special obligation to build excellence in teaching and scholarship in the department

4.11 Statutes: The Chairperson shall:

- monitor and guide the professional development of the probationary faculty.. Including conferral with each member... regarding the individual's performance as a **teacher and as a researcher...**
- preside at the Department Personnel and Budget Committee meetings

5.06 Statutes: College Personnel Committee Membership

Each College Personnel Committee shall include as members the Dean or, where appropriate, the Director as a voting member and chairperson of the Committee, and four elected tenured Eligible Faculty members. To the extent practical, department representation shall be rotated on the College Personnel Committee....

(c) A faculty member who serves as a member of the College Personnel Committee may not simultaneously serve as a member of the Department Personnel and Budget Committee or of the University Personnel Committee.

Prevents double voting

2.15 Statutes: Academic Deans

(d) The Dean may recommend to Departmental Chairpersons candidates for appointments and reappointments to the faculty for promotion or for conferral of tenure....

(f) With respect to each person considered for appointment, reappointment, promotion or tenure, the Dean shall report to the Provost any actions recommended by the School or College Personnel Committee. . .

PERSONAL APPEARANCES: WHEN?

Reappointment – not statutorily required (years 1-5)

Tenure: Statutes 9.05 (b) – on appeal it is an OPTION

...the faculty member may appeal in writing the denial of tenure to the next level of review, ... [o]n an appeal, the **faculty member is entitled to appear in person before the** committee reviewing the application. A faculty member may choose a colleague to represent the faculty member's case at any level at which the faculty member has the right of personal appeal

Promotion: Statutes 8.05 (b) on appeal it is an OPTION

the faculty member may appeal, in writing, the denial for promotion to the next level of review,...[o]n an appeal, **the faculty member is entitled to appear in person before** the committee reviewing the application. A faculty member may choose a colleague to represent the faculty member's case at any level at which the faculty member has the right of personal appearance

ON THE PAF:

For Tenure and/or Promotion Only: Do you intend to avail yourself of the option of personal appearance? (Yes / No):

BOTTOM LINE: FACULTY WITH THE OPTION NEED TO AVAIL THEMSELVES OF THEIR PERSONAL APPEARANCE AT ALL LEVELS

POLICIES & PROCEDURES of the UPC

3

5. **Presentation of Case.** In all cases involving reappointment and in all other cases where the faculty applicant has not exercised the right to appear in person or by counsel, the Dean of the applicant's school/college presents the case on behalf of the applicant and responds to all Committee questions regarding the application. However, in cases where the applicant has exercised the right to appear (i.e., promotion and/or tenure), the following procedure is utilized: a) the Dean makes a brief preliminary statement limited to announcing the nature of the action and the results at the lower levels; b) the applicant and any representative are then invited to make a formal presentation to the Committee which must in all respects comply with the no new evidence rule; c) following the formal presentation, the committee members are invited to direct questions to the applicant or the representative; d) when the questioning is concluded, the applicant and representative are requested to remain outside the hearing room to be available in the event additional questions arise during the Committee's deliberations. They are excused after the Committee has voted. In all cases the Dean will have available for inspection by the members of the Committee copies of the publications and other support materials of the applicant.

Meeting Minutes

- Are not verbatim notes or a transcript
- Are a record of the TOPICS discussed and ACTIONS taken

Recordings of Meetings

- Minutes should not be recorded without the consent of EVERYONE in the meeting

Confidentiality of Meetings

- Structure your agenda (*only the chairperson can/should structure the agenda*)
 - General items upfront
 - **Executive Session** for items that should be treated as confidential
 - "I now move us into Executive Session for item #3"*
 - ex. personnel actions (hiring, reappointment, tenure and promotion)

How can I mentor and maintain confidentiality?

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.² 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 between academic disciplines and tenure tracks.

² There may be academic departments or divisions that will need to develop individual written standards for distinct academic programs within the department/division in order to recognize requisite differences between academic programs within the department/division.

FACULTY DRIVEN PROCESS

Deans, Provost:
support, promulgate
facilitate consistency

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.

St. John's University
ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES (01)
PERSONNEL ACTION VOTING FORM FOR REAPPOINTMENT - 2011

IS THE CANDIDATE MAKING SATISFACTORY PROGRESS TOWARD TENURE? Yes ☐ No ☐

1. APPLICANT'S NAME

2. APPLICANT'S DEPARTMENT

3. COMMITTEE REVIEWING ACTION
(please check)

Department Personnel and Budget ☐

College Personnel ☐

University Personnel ☐

4. DATE OF MEETING

5. NATURE OF VOTE
(please check)

Request Approved ☐

Request Denied ☐

6. REASONS FOR DENIAL - Non-probationary faculty (check numbers below)

<u>INSTRUCTOR</u>	<u>ASSISTANT PROFESSOR</u>	<u>ASSOCIATE PROFESSOR</u>	<u>PROFESSOR</u>
0140 <input type="checkbox"/>	0130 <input type="checkbox"/> ■ (see below)	0120 <input type="checkbox"/> ■ (see below)	0110 <input type="checkbox"/> ■ (see below)
0141 <input type="checkbox"/>	0131 <input type="checkbox"/>	0121 <input type="checkbox"/>	0111 <input type="checkbox"/>
0142 <input type="checkbox"/>	0132 <input type="checkbox"/>	0122 <input type="checkbox"/>	0112 <input type="checkbox"/>

No surprises
in the
Tenure year
please!

MEMORANDUM OF UNDERSTANDING

The Unions and the Administration have agreed to continue to suspend Section 3.04 (d) of the University Statutes for the 2021-2022 Academic Year in the following manner:

Suspend current University Statutes §3.04 (d) which states, "Proxy or mail voting shall not be permitted; provided, however, that eligible faculty who are assigned to teach on a campus other than the campus where the election is being held may participate in the election by mail ballot sent to the Chairperson of the Department. (emphasis added)"

And continue the use of the voting procedures adopted during the spring 2020, fall 2020 and spring 2021 semesters which are:

• VOTING DURING VIRTUAL MEETINGS: GENERAL ITEMS

E-mail is an acceptable form of voting for curriculum or other non-personnel related items. Each department may formulate its own processes. If there is internal disagreement on a policy that cannot be resolved, the Chair determines the process, subject to the approval of the Dean.

• VOTING DURING VIRTUAL MEETINGS: ELECTIONS/PERSONNEL ACTIONS

Meetings must be virtual and synchronous and voting must take place in real time after appropriate discussion (ensuring technology does not become a hindrance to voting – instructions must be provided to all faculty members on the method that is being used). The Office of Institutional Research will work with a designee from the Dean's office or with the Chairperson for Departments/Divisions meetings to create ballots that will ensure confidentiality

This provision will be reviewed and renewed each academic year with the agreement of all parties

Revert to Section 3.04(d) as written
(exception - faculty with medical accommodations)

3.04 Faculty Voting Rules

- a. An Eligible Faculty member may not vote on any matter concerning his/her reappointment, promotion, conferral of tenure or in any matter involving a conflict of interest.
- b. Each Eligible Faculty member shall cast his or her vote on the applicable official voting form.
- c. All elections shall be by secret ballot.
- d. Proxy or mail voting shall not be permitted; provided, however, that eligible faculty who are assigned to teach on a campus other than the campus where the election is being held may participate in the election by mail ballot sent to the Chairperson of the Department.
- e. The appropriate dean or department chairperson or director shall certify the results of all faculty elections to the President of the University within one week of the election.

MEMORANDUM OF UNDERSTANDING

With regard to the reappointment of probationary faculty members, the Unions and the Administration have agreed to suspend §8.02 (f) and §8.03 (e) during the 2020-2021 Academic Year. Namely,

§8.02 (f) "During the probationary period a faculty member may be notified of non-reappointment without specifications of cause"

§8.03 (3) "The decision by any committee to deny reappointment of a faculty member who is on probationary status in any rank shall terminate the procedure without further review."

Instead, probationary faculty members applying for reappointment will follow the same process in the Statutes as non-probationary faculty members.

This provision will be reviewed and renewed each academic year with the agreement of all parties.

2022-2025 University Statutes

8.02 (f)

A statement of the reasons for non-reappointment shall be included in all notices of non-reappointment delivered

8.03 (e)

For all faculty member, the application shall continue through the review process to a final decision by the President until it receives an unfavorable disposition in two consecutive reviewing committees.

Faculty member is on probation	Positive Decision: Reappointment Action	Negative decision: Reappointment action <i>(*n.b. a tie is considered a negative</i>	
<i>Assistant Professor years 1-3</i>	<i>Inside address:</i>	<i>Inside address:</i>	
<i>Associate Professor years 1-2</i>	<p>I am pleased to inform you that the Personnel and Budget Committee of the (Department/Division) of (College or School), at its meeting on (Date), voted to approve your personnel action for reappointment for the academic year 2014-2015. This recommendation will now be transmitted to the (School/College) committee for further consideration and action. Thank you for all you contribute to the University. Tally of votes 0:0:0 (if there were any negative votes you would not state the re-ans - but the chair should be able to provide guidance for the person for the next PAF)</p>	<p>Please be advised that at its meeting of (Date) the (Department/Division) of (College or School) rejected your personnel action for reappointment by a vote of 0:0:0. Since you are a probationary faculty member the University Statute Section 8.03(e) accord no further review and your term at St. John's University will expire on June 30, 20XX.* I regret having to inform you of this decision and wish you the best of luck in the future. cc: Dean, Provost, Personnel file</p>	<p>General rule for PROBATIONARY faculty members: include name of committee, date of meeting, vote tally, if negative decision include the contract end date. Probationary faculty members get no further review and no re-ans for negative votes.</p>
		<p>*If there is a possibility of a terminal year, please contact Linda for confirmation and to check all dates.</p>	
member is OFF probation	Positive Decision: Reappointment action	Negative decision: Reappointment Action	
	<i>Inside address:</i>	<i>Inside address:</i>	
	<p>Same as above EXCEPT if the vote was split and there were negative re-ans, i.e. 4-1-0, then you do give the re-ans for the negative vote and the Chairperson should be able to provide guidance for the next PAF.</p>	<p>Please be advised that at its meeting of (Date) the (Department/Division) of (College or School) rejected your personnel action for reappointment by a vote of 0:0:0. Listed below are the re-ans for the denial: 0XXX. Since you are off probation, your application will be moved to the next level of review, the College Personnel Committee. Please be aware that according to the University Statute, Section 8.03 (f) (2) if your application is denied at two consecutive levels, your application will be terminated and reappointment is denied. You are not required to take any further action at</p>	<p>General rule for NON-PROBATIONARY faculty members: include name of committee, date of meeting, vote tally, if negative decision indicate that the PAF will receive a second review. The faculty member is given the re-ans for the negative votes.</p>

Digital Measures

Enrollment Management +

Faculty Resources -

Hiring Non-Academic Graduate Assistants

2022 COACHE Survey

Graduate Admissions Assistance Program

Professional Licensure Disclosure Statement

State Authorization and Complaint Process

St. John's University Definition of Student Location

Institutional Research +

Jeannette K. Watson Undergraduate Fellowship

New Faculty Information

The Division of Special and Opportunity Programs +

University Assessment Committee

- [Research Project Student Request Form](#)

Learn More

Personnel Action Form (PAF) +

Academic Support for Your Students +

Guidelines for Program Proposals +








Annual Faculty Activity Report +

**** PowerPoints that walk through every section of the PAF

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

Collective Bargaining Agreement

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 presentation, and student engagement. Consistent with the University's commitment to an equitable and inclusive teaching and learning environment, the University shall recognize the accomplishments of faculty members that pursue pedagogical methods, classroom 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 6.03 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 advisement, academic discussions, facilitations of co-curricular and extra-curricular learning opportunities, and for counseling and mentoring students about research, career choices and professional interests. Representative examples of research mentoring include independent studies, unassigned research mentoring and/or project mentoring, directed readings, theses and dissertations. The faculty member is expected as a matter of course to be available to his/her students and to discharge his/her responsibilities for student advisement in a conscientious, professional and considerate manner. Paragraph 9.22 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 are expected to be active in research and scholarship. 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 6.03 of this Agreement. In the Collins College of Professional Studies and in the University Libraries, faculty members are expected to engage in professional development, unless a faculty member in the Collins College of Professional Studies has elected to engage in research and scholarship commensurate with faculty elsewhere at the University (see Appendix J). Consistent with the University's commitment to creating an equitable and inclusive teaching and learning environment, the University shall recognize faculty members in the Collins College of Professional Studies that engage in professional development opportunities that reflect this commitment.

9.04 Service

In keeping with the significant and appropriate involvement of the faculty in the academic governance of the University, the faculty member recognizes the obligation to develop, support and enhance the life of the University by participating in department, college and University committees 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 evaluating and updating courses and programs to maintain their quality, relevance and viability. 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 centers 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 6.03 of this Agreement.

In addition, special emphasis shall be placed on opportunities for faculty to engage with students outside the classroom. Representative examples of such engagement include providing advisory services to student organizations and attending University academic and cultural events where there are opportunities to interact with prospective and current students.

A faculty member will not be assigned to more than one campus solely for the purpose of trying to enhance the faculty member's engagement or service opportunities.

P. A. F. = Personnel Action Form



PAGE 2: Personnel Action Form Table of Contents

Order your application according to this alphabetical listing. Include page numbers.

I. BIOGRAPHICAL INFORMATION

Starting Page

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 LIB)	
H. Significant Research	
I. Publications with their Dates	
J. Program Appearances/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	attached at the end of the PAF PRIOR TO CONVERSION TO pdf
Q. Chairperson's Summary of Course Evaluations	attached at the end of the PAF PRIOR TO CONVERSION TO pdf
R. Teaching Portfolio (separate submission to the Portal)	

CERTIFICATION & SUPPORT MATERIAL

S. Certification	
T. Index of Support Materials	

* 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 CPS or LIB, please complete G and NOT F.

CHECK THE PAF with FAQs FIRST



Office of the Provost – MAY 2020
Directives for Personnel Actions
Reporting period Oct/Nov 2019-Nov 2020

Personnel Action: General Directives

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

A draft of the entire application **must be reviewed with your Chairperson ON OR BEFORE Friday October 23, 2020** 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 transmitted to the Departmental 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. Therefore, if materials are found to be missing at any point in the review 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 Portal. **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 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. Two paper copies of "T", 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 instruction.**
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 move the form through the portal to the first 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 three 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 size 8 1/2" x 11" paper. CHECK ALL COPIES. Please staple each form once at the top left corner. Do not use binders or large clips.**
9. The respective Chairpersons of all personnel committees are not to send out any other instructions.



ST. JOHN'S
UNIVERSITY

Office of the Provost – MAY 2019
Directives for Personnel Actions
Reporting period Oct/Nov 2018-Nov. 2019

Personnel Action: General Directives

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



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. ↓

A draft of the entire application **must be reviewed with your Chairperson ON OR BEFORE Friday October 25, 2019** 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 transmitted to the Departmental 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. Therefore, if materials are found to be missing at any point in the review 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 Portal. **Chairpersons will be asked to certify that they have read the document and offered guidance to the applicant.**



Follow up evidence IS permitted. If, after your PAF has been submitted to the PORTAL, you learn that a paper, grant, etc., that is listed as pending on the PAF has now been accepted, please inform your Chairperson and/or Dean of this development. If possible, provide him or her with the email or letter confirming the acceptance. He or she will be permitted to present this to the committee

3. All information requested for 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. Two paper copies of "T", 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.

2019 PAF with FAQs's (not comprehensive)

Important: USE the KEYS to assist the READER

<u>KEY: Identifiers</u>	<u>Key: Quality of Publication (more than one designation may be used if needed)</u>
<ul style="list-style-type: none"> Your Name: BOLD Colleague (STJ): (STJ) and <i>Italics</i> Student US: Underline <u>US</u> Student (Grad. Level): Underline <u>GRAD</u> Other: So indicate with *** 	<ul style="list-style-type: none"> 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) PPP = peer reviewed proceeding FP = full paper published in proceedings AP = abstract/description in proceedings

<u>Key: Roles</u>
<ul style="list-style-type: none"> R: Research Paper Presenter M: Moderator S: Speaker/Panelist O: Session Organizer P: Poster Session Presenter E: Executive Board Member D: Discussant or respondent A: Paper presented by colleague in your absence

And distinguish the CURRENT & PRIOR YEARS

CURRENT YEAR

Approximately one year's worth of information October/November 2024-November 2025

Reverse chronological order

- October 2025
- July 2025
- March 2025
- December 2024

PRIOR YEARS

LAST YEAR'S "CURRENT YEAR" – cut and paste it at the top

2023-2024
2022-2023
2021-2022
2020-2021



Think of it as building up from the bottom

- **On or before Friday, October 24, 2025.** Applicants must meet with Chairpersons to review the personnel action form and all supporting documents to ensure it will be ready by the deadline for submission. *Chairpersons will be required to certify that they have met with the candidate, read and reviewed the application and provided guidance at the end of the PAF.* To help make this conversation meaningful, the Chairperson and Dean should provide the faculty member with his/her classroom evaluation by **Friday, October 17, 2025, or soon thereafter, but not later than Friday, October 31st**

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 & WEDNESDAYS 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

Wednesdays 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!)



- <https://signon.stjohns.edu/>



- Follow the directions e-mailed (to all Chairpersons)
- SEEK assistance from IT– don't wait until the last minute
- Interfolio contact information: (833)-844-2118 or support@elsevier.com

- Help us reinforce the “things we tell the faculty members”
- Reminders of Important dates (keep them from waiting until the last minute)
- Look for and distribute the emails with the “how to” screenshots (to candidates and to P&B members)
- Reinforce substance over worries about the form **BUT**
 - Neat; consistent; readable to everyone, even those in different disciplines
- Provide with consistent decision letters - be careful about casually remarking on the results of a meeting, remind committee members of confidentiality