



ST. JOHN'S
UNIVERSITY

Preparing your PAF: Promotion to Full Professor

May 2026



UNDERSTAND
PROMOTION TO FULL
PROFESSOR



REVIEW THE
PERSONNEL ACTION
FORM (PAF)



REVIEW TEACHING,
RESEARCH, AND
SERVICE



IDENTIFY TIMELINES
AND RESOURCES

Personnel Action Form – a form that helps you organize **Teaching, Research, and Service** and demonstrates how you have met the requirements set out in the Faculty Handbook and University Statutes.

Faculty Handbook



- **Chapter 3:** Faculty Commitments
 - Outlines expectations for Teaching, Research, and Service
 - Generic to University life and customized to St. John's

University Statutes

- **Article 7:** Qualifications and Conditions for Faculty Appointment, Reappointment, and Promotion
 - Specific to **Rank** but broadly defined
 - Specific to your department, division, discipline

END

May 2027
PRESIDENT

START

May Memo & PAF
(via Chairpersons, on
Provost's webpage)

Summer 2026

- Notify Dean by June 1
- Begin working on upcoming PAF

September - October 2026

- Classroom visits
- Check in with Chairperson
- Look for instructions in your email

December 2026

CPC = College Personnel Committee

Chaired by Dean of the
College/School

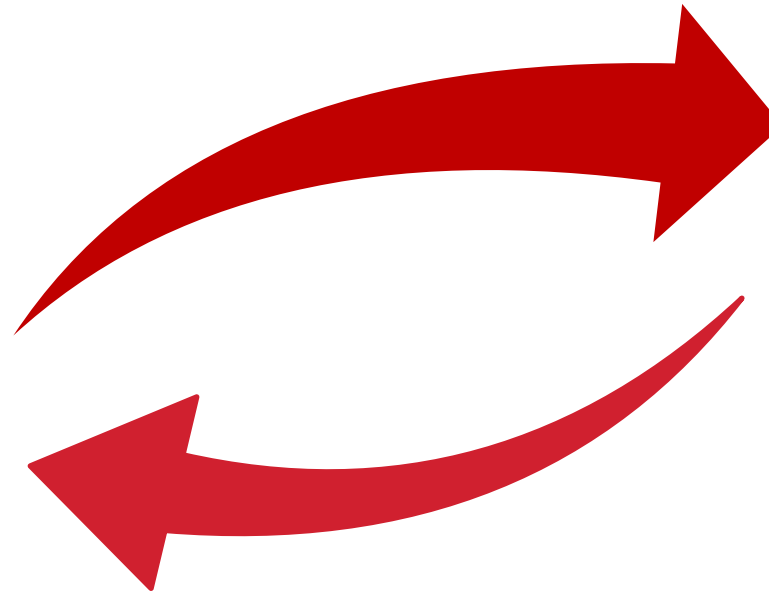
November 2026

P&B =
Department/Division
Committee

Chaired by Chair of
Department/Division

PAF Due November 4

JAN - APR 2027
University Personnel Committee
20 members: 10 administrators
and 10 elected faculty



Faculty Member Name: [Click or tap here to enter text.](#)

Department/Division: [Click or tap here to enter text.](#)

College/School: [Click or tap here to enter text.](#)

Date of initial full-time, tenure-track appointment at St. John's: [Click or tap here to enter text.](#)

Date of appointment or promotion to present rank: [Click or tap here to enter text.](#)

Do you have Tenure? Yes No

If No, what is your mandatory tenure decision date? June [Click or tap here to enter text.](#)

If Yes, date of tenure: [Click or tap here to enter text.](#)

Select the Nature of Action(s):

Reappointment

Termination of probation

Tenure

Promotion

OTHER THAN REAPPOINTMENT, have you requested this personnel action within the last three years? Yes No

If Yes, Date: [Click or tap here to enter text.](#)

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

Date of Appointment:

Do not include contract or adjunct years of service

Nature of action:

- Promotion

CHECKLIST: YOU MUST REVIEW THIS WITH YOUR CHAIRPERSON PRIOR TO FINAL PORTAL SUBMISSION

- Date of appointment, rank, last personnel action, promotion and tenure – are they correct?
- Percentage of contributions to papers, presentations, grants, etc. are completed
- Consistent identification of co-authors and their contributions
- Chairperson's and Dean's teaching evaluation & Chairperson summary of course evaluations submitted
- Evidence of teaching effectiveness

Checklist: Not comprehensive, but helpful

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A. Educational Background/Certifications:

(i) College, University, etc.

School	Degree (Diploma)	Field of Concentration	Dates of Attendance or Date of Degree Conferral

(ii) Certifications with year(s) (if applicable)

Certification(s) & original date	Recertification required (yes or no)	Date(s) of recertification (or N/A)	Next recertification date (or N/A)

B. Teaching Experience:

(i) List all **FULL-TIME teaching experience AT OTHER INSTITUTIONS** in reverse chronological order. Librarians should list full-time academic/research library experience.

Other Institution	Title or Academic Rank	Date of Employment (From – To)

(ii) List all teaching experience (including promotions) at **St. John's University** in reverse chronological order. Distinguish Part-Time and Full-Time employment with (PT) or (FT) after the entry.

School or College	Rank	From - To	Years Served	PT/FT

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.

Name (Organization)	Your Title	Date(s) of Employment (from – to)	Responsibilities	FT/ PT

D. Academic Awards and Honors: (if none, so state): List all academic awards and honors you have received in reverse chronological order.

Title of Award	Date Awarded	Description of Honor

E. Significant/Distinguished Achievements: Write a paragraph about what you consider to be your most distinctive achievement/s (teaching, research and/or service) to the field and/or to the College/University.

If you are a member of the faculty of SJC (inc. Core Studies), EDU, TCB or CPHS, please complete **F**.
If you are a member of the faculty of CCPS or LIB, please complete **G**.
If applicable, please describe research efforts that support an equitable teaching and learning environment.

H. Significant Research

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

H(i) Describe below in narrative form your significant research, indicating dates where possible.

H (i) Describe actual/tangible research or projects

- just starting,
- in progress,
- almost ready for submission

H(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-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.

ed, Title of Article/Journal, Book and Publisher (Use proper bibliographical format for your discipline), Length of Article, Authors/Co-Authors + f Contribution, Quality of Publication (Use Key)

H (ii) Chronological list

What is submitted but NOT accepted YET

H(iii) Indicate the title of your doctoral dissertation, if applicable.

F. Research Prospectus: (to be completed by ALL faculty members in St. John's College of Liberal Arts and Sciences (inc. Core Studies), The School of Education, The Peter J. Tobin College of Business, and College of Pharmacy and Health Sciences):

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

OR

G. Plan for Professional Growth: (to be completed by faculty members in the Collins College of Professional Studies, the University Libraries, and faculty in the category of Professor of the Practice in the Peter J. Tobin College of Business):

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

- Key word = PLAN (it didn't happen yet)
- Fill out either **F** or **G** based on your school/college
- 2-3 paragraphs at most (narrative)

I. Publications with their Dates:

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

<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 (SIU): <i>(SIU) and italics</i> Student UG: Underline <u>UG</u> Student (Grad Level): Underline <u>GRAD</u> Other: <u>So</u> 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) PFP = peer reviewed proceeding FP = full paper published in proceedings AP = abstract/description in proceedings

INSTRUCTIONS:

- For publications, list in reverse chronological order beginning with this November and working backward to last Oct/November all publications or manuscripts accepted for publication within those dates. Using the chart below to distinguish your publication as a book (authored, edited), articles (peer-reviewed, invited, etc.), book chapters, proceedings, abstracts, other. 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.
- For journal articles, clearly indicate the title, Journal, date (month and year), volume and pagination.
- For book(s), 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 on to the end of the PAF or place it in the support material.
- Proceedings and abstracts cross listed in this section must have the appropriate designations from the key above.

What was published by November or officially accepted at the time you submit your PAF

- Use the key
- May create subdivisions if needed
- Record what happened SINCE TENURE, attach your "old" PAF as evidence

I(i) Current Year's PUBLICATIONS (FOR THIS PAF CYCLE): Use **reverse chronological order** starting with this November and working backwards to last October/November.

Title of Publication & Publisher (To the Best of your Knowledge, use proper Bibliographical Format for your Discipline), Title of Article/Journal, Book and Publisher, Authors/Co-Authors + Percent (%) of Contribution, Length of Article (if applicable), Quality of Publication (Use Key)

I(ii) Prior years' PUBLICATIONS (BEFORE THIS PAF CYCLE): Copy and paste last year's "current" to the top of this section.

Title of Publication & Publisher (To the Best of your Knowledge, Use proper Bibliographical Format for your Discipline), Title of Article/Journal, Book and Publisher, Authors/Co-Authors + Percent (%) of Contribution, Length of Article (if applicable), Quality of Publication (Use Key)

J. Program Appearances/Attendance with their Dates:

<p>KEY: Identifiers</p> <ul style="list-style-type: none"> Your Name: BOLD Colleague (SJU): <i>(SJU) and Italics</i> Student UG: Underline <u>UG</u> Student (Grad Level): Underline <u>GRAD</u> Other: <u>So</u> indicate with *** 	<p>Key: Roles</p> <p>R = research paper presenter M = moderator S = speaker or panelist O = session organizer P = poster session presenter E = executive board member D = discussion or respondent A = paper presented by colleague in your absence</p>
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CURRENT YEAR'S PROGRAM APPEARANCES. List all **program appearances** with pertinent dates. Use the keys above to indicate your role. Also identify collaborator/s as colleague, faculty member, student or other. List titles of papers presented at each meeting with appropriate bibliographical notation; abstracts, proceedings, etc. If a paper was later published, it should be cross listed under publications "I."

J(i) THIS PAF: CURRENT YEAR'S CONFERENCE and PROGRAM APPEARANCES with PARTICIPATION (*reverse chronological orders starting this November and working backwards to last October/November*)

Date(s) of Conference, Name of Program or Conference (Include Location) & Title of Paper Presented (If Applicable), Category (Local, Regional, National, International, etc.), Role (See Key)

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

Date(s) of Conference, Name of Program or Conference, Category (Local, Regional, National, International)

- J (i) Active Role**
Recognition of scholarship or professional contribution as evidenced by presentations
- J (ii)**
Attendance at conferences

- Use the key**
- Separate this year from prior years using reverse chronological order**
- CROSS-REFERENCE**

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 is it **internally (SJU) or externally funded**, **status of the grant** (P-Pending F- funded- UF Unfunded) and the **award period of funded grant**. If necessary, use the key below to identify any collaborators and include percent contribution. Please use **reverse chronological order** from date of submission.

Your Name: **BOLD**

Colleague (SJU): *(SJU) and Italics*

Student UG: Underline UG

Student (Grad Level): Underline GRAD

Other: So indicate with ***

Title of Grant Application (include date submitted) – *if not the sole author, enumerate all collaborators here and define each person's percent (%) contribution*, \$USD Amount (with number of years), Internal (SJU) or Name of the Source of Funding, Status (P-Pending; F- Funded; UF- Unfunded), Award Period

- List all grants for which you applied: funded or unfunded.
- If funded include the dollar amount.
- Include the period of the grant award (years)
- State whether the grant is internal or external
- Follow up to existing evidence permitted (if possible, provide documentation in Section T)

Important: Use the KEYS to assist the reader

KEY: Identifiers

- Your Name: **BOLD**
- Colleague (SJU): *(SJU) 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)
- PFP = peer reviewed proceeding
- FP = full paper published in proceedings
- AP = abstract/description in proceedings

Key: Roles

- R = research paper presenter
- M = moderator
- S = speaker or panelist
- O = session organizer
- P = poster session presenter
- E = executive board member
- D = discussion or respondent
- A = paper presented by colleague in your absence

Distinguish the CURRENT & PRIOR years

CURRENT YEAR

- **Approximately one year's worth of information: October/November 2025 - November 2026**
- Reverse chronological order

PRIOR YEARS

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

- 2024-2025
- 2023-2024
- 2022-2023
- 2021-2022

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.

<u>Key: Roles</u>	<u>Description (use more than one if needed)</u>
<ul style="list-style-type: none"> D: Departmental/Division Level S: School/College Level U: University Level 	<ul style="list-style-type: none"> COM: Committee Activity ADM: Administrative Assignment ACAD: Academic Assignment

- 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

L(i) THIS PAF: SUSTAINED Service (List in **reverse** chronological order (starting this October and working backwards to last November) your service on Department/Division, School and University committees (give names of committees and dates of service). Include administrative assignments that you have had at St. John's, using the chart above to categorize each activity.

Committee (name in full), Level (See Key), Description (See Key), Dates of Service (From: mm/dd/yr; To: mm/dd/yr), Indicate Special Position (If applicable)

L(ii) Prior Years' PAF: Sustained Service **COPY AND PASTE** last year's "current" to the top of this section.

Committee (name in full), Level (see key), Description (see key), Dates of Service (From: mm/dd/yr; To: mm/dd/yr), Indicate Special Position (if applicable)

L (iii) Workshops/Seminars Conducted for Faculty Colleagues

Only SJC-Department of Core Studies need to complete this section. All others may choose to or delete it from their PAF.

List, in **reverse chronological order**, specialty workshops and seminars devoted to the core specialty for faculty of schools and colleges of the University. Use the chart below to categorize your involvement in each activity.

<p><u>Key: Roles</u></p> <p>R: Report Presenter</p> <p>M: Moderator</p> <p>S: Speaker/Panelist</p> <p>O: Session Organizer</p> <p>D: Discussant or respondent</p> <p>A: Report presented by colleague in your absence</p>

L (iii) Core Studies **FACULTY ONLY**

M. Membership in Professional Societies (if none, so state).

(i) List the following in **reverse chronological order** through the present day. Include any position held in these organizations with dates.

Professional Association / Society (Full Title), Category (Local, Regional, National, International, etc.), Dates of Membership (From – To), Indicate any special position (if applicable: From – To)

(ii) Listings in biographic publications. Use reverse chronological order.

For M:

List or a grid

- Pattern of scholarly growth
- Offices held

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.

For N

Items that are helpful to your statutory requirements but do not 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

Note: All full-time faculty hired after 2007-2008 must maintain a current teaching portfolio that is updated annually and therefore MUST complete "R". All other applicants may choose to do a Portfolio, but it is not required.

O Courses Taught

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.**

Semester (ex. Fall 2025, Spring 2026)	Course Title and Number	# of Credits	New Prep. (Y/N)	New Course (Y/N)	UG or GR	# of students	Institution where Course was Taught (if not SJU)

P. Chairperson and Dean Classroom Evaluation

All applicants should attach these forms to the PAF even if they are also including 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) Upload **current year only** of the DEPARTMENTAL/DIVISIONAL Classroom evaluation to the Portal. Previous evaluation forms can be included in the support materials - if you so choose.
- (ii) Upload **current year only** of the DEAN'S classroom evaluation form. Previous evaluation forms can be included in the support materials - if you so choose.

Q. Chairperson Summary of Course Evaluations

All applicants should attach these forms to the PAF even if they are also placing them in the teaching portfolio.

Upload the CHAIRPERSON'S SUMMARY, comments and recommendations as well as your responses to the Portal. *Please note that this does not apply to first-year faculty in all ranks.*

All 3 components of Scholarship (Teaching, Research, & Service), CAN overlap on occasion.

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

R. Teaching Portfolio

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 uploaded to the 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.

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.

Classroom Evaluations

It is **IMPERATIVE** that Chairpersons and Deans complete classroom evaluations and relay results to the faculty member before **October 23, 2026**.

Confidential Letters

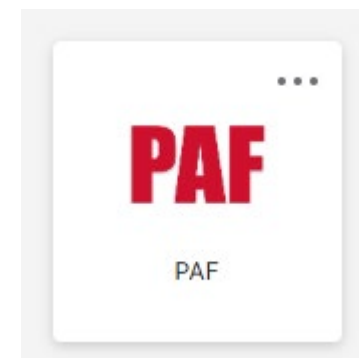
- Dean will send letters and reference materials.
- Consult with your P&B to secure names of referees to yield 3-6 letters.
- You will not know who responded/who couldn't, and you will not see the letters.
- The letters may not be discussed while you are making your personal appearance at any level of the process.

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

- ▶ PAF Form **Locked** ? [Unlock](#)
- ▶ Chairperson's Classroom Evaluation **Locked** ? [Unlock](#)
- ▶ Chairperson's Summary of Student Evaluations **Locked** ? [Unlock](#)
- ▶ Dean's Classroom Evaluation **Locked** ? [Unlock](#)
- ▶ Teaching Portfolio **Locked** ? [Unlock](#)
- ▶ Support Materials **Locked** ? [Unlock](#)

- Access Interfolio via the PAF chiclet on the St. John's signon.
- Follow the directions provided by your Chairperson.
- Seek assistance early.
 - Karen Pennacchio - pennacck@stjohns.edu
 - Interfolio Support Team-
(833)-844-2118 or interfolio-support@elsevier.com



- Review the Personnel Action Form and PAF with FAQs
- Review your prior (tenure) PAF
- Looking forward: University Personnel Committee 2027
 - UPC meets every Wednesday during the Spring semester from the end of January to April.
 - Tenure actions may begin late February or early March. Full Professor actions typically go last.
 - If you teach on Wednesdays, we will avoid scheduling you during class time.