OBJECTIVES

• PAF form and FAQ’s
• PAF Portal
• Important dates and DEADLINES
• How to get assistance
THESE PAGES PROVIDE INFORMATION THAT IS APPLICABLE TO ALL FACULTY MEMBERS.

Faculty Resources

The pages assembled under this heading offer information pertaining to:
- Personnel Action Forms (Revised for 2014-2015)
- Annual Faculty Activity Report (Revised 2014)
- Guidelines for Proposing New Academic Programs
- Application for a Summer Support of Research (2014)

Additional resources for faculty:
- Academic Service Learning
- Bread and Life
- Center for Teaching & Learning (CTL)
- CTL Faculty Resource Guide
- Office of Grants and Sponsored Research (OGSR)
- Portable Professor™ Program
- Support for Students
- Graduate Assistants and Doctoral Fellows Information
- T3 - Transforming Teaching through Technology

PREPARING YOUR PAF – YEARS 1-5

THIS IS YOUR STARTING POINT FOR INFORMATION!

www.stjohns.edu/about/administrative-offices/provost/faculty-resources

WHY THIS FORM?

- Hired into a tenure track position at a certain rank, as defined in the Statutes
- Helps you meet the Teaching, Research and Service according to YOUR statutory requirements.
- Can I use my “old” PAF’s? YES you SHOULD build upon your PAF from last year. (very minor changes)
- The form organizes everyone’s accomplishments creating a uniform look for the reviewing committees while allowing for individual differences in discipline.
WHAT IS THIS PROCESS

Your PAF is submitted through the Portal & 3 signed copies are submitted to your Chairperson or Director

Support material may be submitted Electronically OR via paper copies OR a hybrid of both

NOVEMBER 2015

P&B
Departmental Committee
Chair = Chairperson of Department

DEC EMBER 2015

CPC
College Personnel Committee
Chair - Dean

1st & 2nd year reappointments at level of Instructor or Assistant Professor STOPS HERE

JAN. - APR. 2016 (Every Wednesday)

UPC
University Personnel Committee
Chair = Provost
It is a Packet with 3 parts

I. **Directives** – front page – delete prior to submission

II. **The PAF**

   - **Breaks down into**
     - Cover Page and Table of Contents (pg 1 and 2)
     - (A - E) Biographical Information
     - (F - K) Research
     - (L - N) Service
     - (O - R) Teaching
     - (S) Certification
     - (T) Index of Support materials

III. **Instructions** appear in each section throughout the document. Sections correspond with the alphabet in the Table of Contents (It is a “how to” fill in the information cited in the table of contents, with your substantive information)
1. Sole responsibility is YOURS

2. No New Evidence after final submission

3. Reverse Chronological Order

4. Cover Page and Table of Contents. (remove the Directives page)

5. TWO paper copies of T “index of Support Material”

6. PDF format.

7. FINAL SUBMISSION TO THE PORTAL in PDF format + 3 certified hard copies

8. 8 1/2  x 11 paper; margins, double sided paper copies

The respective chairpersons of all personnel committees are not to send out any other instructions.
Personnel Action: General Directives

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 all summer and until the final submission date.

Final day for submission is November 5, 2015.

Faculty members with a completed PAF do not have to wait until the due date to make their final submission. The PAF can be submitted from your computer on campus or from a remote location at any time beginning in Mid-October. If you are submitting from a remote location you must use VPN.

Final submission usually takes 10 minutes. If you have a large document, submission will take a bit longer.

Should you need technical support the eStudio on the Queens campus can be done by appointment only from early October until October 20.

The days prior to submission, Nov. 2–Nov. 4 will be in assistance from 8:00 – 10:00 for submission to the portal only. No scanning of large documents or large projects can be accommodated in these days.

Substantive PAF questions should be directed toward the Chairperson, Dean or Office of the Provost.

Inquiries questions should be directed to Katie Bums in the Office of the Provost via e-mail at kbums@stjohns.edu.

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 THE FIST “11” PAGE. CHECK ALL COPIES. Please staple each copy once at the top left corner. Do not use binding, or large clips.

If possible, make double-sided copies

Paper copies of the classroom evaluation should be submitted at the end of the a single paper copies of the PAF submitted to the Chairperson. Signatures are required on the hardcopy versions (the electronic version can be without a written signature from one or both parties).

9. The respective Chairpersons of all personnel committee are not to send out any other instructions.
PAGE 1: Personnel Action Form
Cover Page

Department/Division:
College/School:

Date of Initial FT tenure track appointment at St. John’s:
Date of appointment or promotion to present rank: if it is the same - so state

Do you have Tenure? (Yes / No): If No, what is your mandatory tenure decision date?
If Yes, date of tenure:

Indicate Nature of Action Below: (Reappointment, Termination of probation, Tenure, Promotion to the rank of...)
Other than reappointment, have you requested this personnel action within the last three years? (Yes / No):
If Yes, Date:

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

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?
• Nature of the action as it appears on the PAF - is it correct?
• All statements as to quality of publications are completed
• Percentage of contribution to papers, presentation, grants, etc. are completed
• Consistent identification of co-authors and their contributions
• Chairperson and Dean’s teaching evaluation
• Evidence of teaching Effectiveness:
• Chairperson’s summary of course evaluations & resulting recommendations along with faculty member’s responses
• Three signed and dated copies available to Chairperson at the time of submission on the portal

FOR COMMITTEE USE ONLY
Departmental/Divisional P&B □ approved □ denied □ N/A □ approved □ denied □ N/A
Signature of Committee Chairperson or designee

College/School/Library Personnel Committee □ approved □ denied □ N/A □ approved □ denied □ N/A
Signature of Committee Chairperson or designee

University Personnel Committee □ approved □ denied □ N/A □ approved □ denied □ N/A
Signature of Committee Chairperson or designee

Comment [LS01]: Do not include contact years or adjunct year
Comment [LS02]: Reappointment and Promotion to the rank of Associate Professor or Professor at the rank of Full
Comment [LS12]: N/A
Comment [LS13]: New emphasis as of last year
### I. BIOGRAPHICAL INFORMATION: A, B, C, D, & E

#### 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, TCH, PHM)

G. Plan for Professional Growth (required for OPS and LUE)

H. Significant Research

I. Publications with their Dates

J. Program Appearance/Attendance with their Dates

K. Sponsored Projects and Programs (Internal and external)

### III. SERVICE

L. Sustained Service to the University, School and Departmental/Divisional Committees

M. Membership in Professional Societies

N. Other Relevant Activities

### IV. TEACHING

O. Courses Taught

P. Teaching Evaluations

Q. Chairperson’s Summary of Course Evaluations

R. Teaching Portfolio (separate submission to the Portal)

### CERTIFICATION & SUPPORT MATERIAL

S. Certification

T. Index of Support Materials

---

*If you are a member of the faculty of SJU Inc. (e.g., EDU, TCH or PHM), please complete P and NOT Q. If you are a member of the faculty of OPS or LUE, please complete Q and NOT P.*
### I. Biographical Information

#### Educational Background/Certifications

<table>
<thead>
<tr>
<th>School</th>
<th>Degree</th>
<th>Field of Concentration</th>
<th>Dates of Attendance or Date of Degree Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certifications with years (if applicable)

<table>
<thead>
<tr>
<th>Certification type</th>
<th>Original date</th>
<th>Recertification required</th>
<th>Date of recertification (for N/A)</th>
<th>Next recertification date (for N/A)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Teaching Experience

- List all FULL-TIME teaching experience at other institutions in reverse chronological order. Librarians should list full-time academic/research library experience.
- Distinguish part-time and full-time employment with (PT) or (FT) after the entry.

### C. Professional Experience

- List your significant and relevant academic and professional experience (other than teaching) in reverse chronological order. Indicate the name of the organization, your title, dates of employment, responsibilities, and whether employment was full time or part time.

<table>
<thead>
<tr>
<th>Name (Organization)</th>
<th>Your Title</th>
<th>Dates of Employment (from – to)</th>
<th>Responsibilities</th>
<th>FT / PT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- An end date is now needed for employment in this section.

### D. Academic Awards and Honors

- List all academic awards and honors you have received in reverse chronological order.

<table>
<thead>
<tr>
<th>Title of Award</th>
<th>Date Awarded</th>
<th>Description of Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### E. Significant/Distinguished Achievements

- Write a paragraph about what you consider to be your most distinctive achievement(s) in teaching, research, and/or service to the field and/or to the College.
- Distinguish part-time and full-time employment with (PT) or (FT) after the entry.

- This should be a strategically chosen accomplishment(s) in one or all three areas – teaching, research, and service.
- You may list three accomplishments: place them in the order you wish.
- Generally, students may choose 1 or 2 examples of accomplishments. However, a maximum of 3 is acceptable.
- The accomplishment(s) may be shared with or involving another faculty member who has also contributed.
- It is good practice to highlight evidence of teaching effectiveness.
II. RESEARCH

PAGE 2: Personnel Action Form
Table of Contents
Order your application according to this alphabetical listing. Include page numbers.

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, TEB, PHM)
   G. Plan for Professional Growth (required for OPD and EIE)
   H. Significant Research
   I. Publications with their Dates
   J. Program Appraisal/Attendance with their Dates
   K. Sponsored Projects and Programs (internal and external)

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

IV. TEACHING
   O. Courses Taught
   P. Teaching Evaluations
   Q. Chairperson's Summary of Course Evaluations
   R. Teaching Portfolio (separate submission to the Portal)

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

* If you are a member of the faculty of SJU (i.e., ICUS, OPD, TEB, or PHM), please complete F and NOT G. If you are a member of the faculty of OPD or EIE, please complete G and NOT F.

Instructions correspond to the letters in the table of Content and explain what information is requested.
II. RESEARCH OVERVIEW F/G, H, I, J, K

F or G  PLAN FOR GROWTH: Your overreaching plan (ideas = seeds) appropriate to your discipline (maybe academic, maybe professional)

H: RESEARCH: The concrete examples of the research or discipline specific work you have actually begun (from just starting an experiment up to and including submission to journals)
A.K.A The PIPELINE of MATERIAL

I: PUBLICATIONS: What has actually been published or accepted for publication as of November 6 deadline

J PROGRAM APPEARANCES/ATTENDANCES:
The dates of your professional presentations that may have stemmed from the publication (or the other way around)

K. SPONSORED PROJECTS AND PROGRAMS
If your discipline utilizes grants, show your efforts and results in obtaining them
II. Research Instructions (Sections F or G, H, I, J and K)

F. *Research Prospectus* to be completed by all faculty members in St. John’s College of Liberal Arts and Science (incl. IC). The School of Education, The Peter J. Tobin College of Business and College of Pharmacy and Allied Health Professions.

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

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

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

II. Significant Research (a.k.a. pipeline)

1. and 2. your applicants at the rank of instructor or assistant professor, only fill out if applicable (if none, so state).

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

(ii) List articles and/or books submitted but not yet accepted for publication (your pipeline). In reverse chronological order and include copies of same as part of your support material. In the case of co-authored or co-investigated 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.

Your Name: BOLD

Colleague (67) and falls

Student UG, Underline UG

Student Grad Level: Underline 5050

Other so indicate with ***

III. Quality of Publication

*Table of Quality of Publication*

<table>
<thead>
<tr>
<th>For Quality of Publication</th>
<th>IPE = Internationally Peer Reviewed</th>
<th>NPE = Nationally Peer Reviewed</th>
<th>BPR = Regionally Peer Reviewed</th>
<th>LPR = Locally Peer Reviewed</th>
<th>X = Not Peer Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPE</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>NPE</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>BPR</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>LPR</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>X</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

(iii) Indicate the title of your doctoral dissertation, where applicable.
I. PUBLICATIONS

1 = ACTUALLY PUBLISHED OR OFFICIALLY ACCEPTED (as of November)

(i) LIST all publications – reverse chronological order in appropriate CHART (newest will come first)

(ii) Prior year’s publications

(iii) On–Line publications

(iv) patents

(v) gallery appearances

Follow up to existing evidence permitted (if possible w/documentation.)

PAPER COPY IN “T” of Support Material
J. PROGRAM APPEARANCES

• NOTE the different charts separating your (i) APPEARANCES from mere (ii) ATTENDANCE

• Separate THIS year from PRIOR years

• Cross references (later published, see item ## in section I.)

ICS faculty also see L (iii)
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 (SI) 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.

- 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)

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

Instructions correspond to the letters in the table of Content and explain what information is requested.

III. Service: L, M & N
III. SERVICE: L

For L:
Some items have moved to teaching for inclusion in the portfolio

For L(iii):
ICS FACULTY ONLY - everyone ELSE please delete
III. SERVICE: M & N

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)

   Not specific to STJ

   (ii) 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: Avid 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

   WHEN the Item does not fit within the CATEGORY of SUSTAINED SERVICE to the UNIVERSITY, put it in Section: N “Other Relevant Activity”

   For N: Not a “catch-all” section. Can help establish the reputation of a FULL professor
Note: All full-time faculty members hired after 2007-2008 must maintain a current teaching portfolio that is updated annually therefore MUST ALSO complete it. All other applicants may choose to do a portfolio, but it is not required.

O. Courses Taught (All applicants do this whether completing a teaching portfolio or not)

I. Write one paragraph about your teaching.

Write more if it is substantive – particularly if you do not have a teaching portfolio. Back it up with “evidence” in the support material if possible.

II. List courses taught over a two-year period by title. Please separate by semester. If applicable, indicate how many sections were taught, whether it was a new course or new preparation and if it was graduate or undergraduate. Indicate which, if any, courses were not taught at St. John’s.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course No. &amp; Year</th>
<th>No. of Sections</th>
<th>New Prep. (Yes/No)</th>
<th>New Course (Yes/No)</th>
<th>Grad./Undergrad. (Yes/No)</th>
<th>Institution where Course was Taught</th>
</tr>
</thead>
</table>

P Chairperson and Dean Classroom Evaluation (All applicants do this whether completing a teaching portfolio or not)

(g) SCAN current year only of the DEPARTMENT/ADVISORIAL Classroom evaluation form in the end of the PAF.

Prior to creating the PAF PREVIOUS EVALUATION FORMS CAN BE INCLUDED IN THE SUPPORT MATERIALS. If you choose.

(h) SCAN current year only of the DEAN’S Classroom evaluation form in the end of the PAF. PRIOR to creating the PAF.

PREVIOUS EVALUATIONS CAN BE INCLUDED IN THE SUPPORT MATERIALS IF you choose.

Chairpersons & Deans have been asked to return documents to faculty members before October 10 so that the faculty members may review the comments before attaching it to their PAF application.

Q - Chairperson Summary of Course Evaluations All applicants do this whether completing a teaching portfolio or not

Send the CHAIRPERSON’S SUMMARY, comments and recommendations as well as your response at the end of the PAF.

R TEACHING PORTFOLIO - Submit 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:

(6) A brief narrative statement by the faculty member with appendices that provide support for claims 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.

(6) A dossier of materials, such as course outlines, syllabus, reading lists and sample corrected work.

(6) A description of teaching improvement activities.

Attendance at CTL workshops and Faculty Forum should be listed here.

(a) Student evaluations.

(b) Supplemental data and evaluation forms may be included in the PAF. If included, the student evaluation form is to be at the end of the PAF.

(c) Supplemental material for student evaluations can include full evaluation data, reflections on evaluations and student correspondence.

1. A brief narrative statement by the faculty member with appendices that provide support for claims 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.

2. A dossier of materials, such as course outlines, syllabus, reading lists and sample corrected work.

3. A description of teaching improvement activities.

4. Student evaluations

a. Required – Chairperson summary information regarding student evaluations.

b. Optional – full evaluation data, reflections on evaluations and student correspondence.

The Portfolio will include

The Portfolio will include

The Portfolio will include

The Portfolio will include

The Portfolio will include

The Portfolio will include

The Portfolio will include

The Portfolio will include

The Portfolio will include

The Portfolio will include

The Portfolio will include

The Portfolio will include
TO CREATE A TEACHING PORTFOLIO OR NOT

IV. Teaching

Hired prior to the 2007-2008 academic year?

NO Portfolio needed
O (i), (ii), P, Q

You may OPT to do a portfolio
Fill out O (ii), P Q AND.....

PORTFOLIO IS REQUIRED (see options below)
Additionally complete R as a separate word document

Use DIGICATION as the way to complete section R

Hired in 2007 – 2008 or after?
The University recognizes that **All 3 Components of Scholarship Service, Research & Teaching, CAN overlap on occasion.**

The solution is to CROSS REFERENCE them, with CARE. If overused it will look like you are padding your portfolio.

**Example:** Teaching in an Academic Service Learning course may include serious research you are conducting on site with your class. In this case, put it in Teaching and Cross Reference it in Research. Where you cite it in Research, **put a description of how this item is justified as research to you.**
S. CERTIFICATION

Remember to sign and certify all three printed copies at the end of this document.

Certification:
I affirm and declare the following:
I am the person whose name was entered on the Cover Page of this form.
The statements made on this application are true and correct.
I have not knowingly and/or willfully made false statements on this application.
I am the person whose name was entered on the Cover Page of this form.
The statements made on this application are true and correct.
I have not knowingly and/or willfully made false statements on this application.

_____________________________
Signature

T. Index of Support Material

Attach an index of the support material you are providing to the end of this PAF. TWO paper copies must also be placed at the front of any boxes or folders containing written support material. Support material should be indexed in accordance with the lettering system of the Table of Contents.

SUBMIT the list within the PAF AND leave 2 copies in the front of the box containing your support material.
• Convert the PAF to a PDF (Teaching Evaluations are placed at the END of the document)

• Decide if any support material also needs to be uploaded OR placed in support material box

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

• SEEK assistance in the e-studio
**DUE DATE: NOVEMBER 5**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Prior to this week all technical assistance (scanning, et. al.) can be done by appointment at the e-studio</td>
<td><strong>Walk-in Portal Upload Assistance</strong>&lt;br&gt;8:30 – 3:00</td>
<td><strong>Walk-in Portal Upload Assistance</strong>&lt;br&gt;8:30 – 3:00</td>
<td><strong>Walk-in Portal Upload Assistance</strong>&lt;br&gt;8:30 – 3:00</td>
<td><strong>PAF DUE</strong>&lt;br&gt;Walk-in Portal Upload Assistance&lt;br&gt;8:30 – 3:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special arrangements have been made with the e-studio to have personnel available in NOVEMBER for walk-in Portal UPLOAD assistance.**

**All other IT assistance must be done PRIOR to these dates by appointment only.**
IMPORTANT DATES

MAY: Memo May 18, 2015 (via Chairpersons, on Provost’s Web page)

Time frame for this PAF approximately November 2014 – November 5, 2015
Chairpersons and Deans complete classroom evals and relay results to the faculty member before October 16, 2015

SEPTEMBER: Substantive workshops

MID-OCTOBER (10/19?): The Portal “opens”; Instructions on how to submit through the Portal are disseminated (and available on Provost’s web site)

October 17: You should have classroom evaluations by now. Attach them to the last page of the PAF.
October 23: Most revisions are made by (the latest date it is suggested you meet with your Chairperson). After the meeting make any final changes.
Convert the PAF to a PDF.

NOVEMBER 2, 3, 4, The e-studio will be open Mon., Tues., Wed., 8:30 -3:00pm to assist with portal submission.

ON THESE DAYS, if you are unable to upload from a remote location using the instructions, IT can assist ONLY with the uploading of your PAF, portfolio and support materials that are already scanned and in proper format for submission. This process takes approximately 15 minutes.

For all other technical PAF issues, you must make an appointment at the e-studio PRIOR to the 2nd.

NOVEMBER 5: PAF DUE. All PAF’s and support material must be uploaded to the PORTAL on or before this day.

On the day you submit to the Portal, please deliver 3 signed hardcopies to your Chairperson or Director along with any physical support material you may have.
• Convert the PAF to a PDF (Teaching Evaluations are placed at the END of the document)

• Decide if any support material also needs to be uploaded OR placed in support material box

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

• SEEK assistance in the e-studio
TIPS FOR COMPLETING THE PAF

SUBSTANCE OVER FORM

KEEP IT NEAT

Make it READABLE to everyone

The further away from your department the PAF travels, the fewer people in your own discipline will be reviewing it. Therefore, make your PAF readable to members of ALL disciplines - No jargon

EACH YEAR STANDS ALONE AS THE BASIS FOR REAPPOINTMENT – SEPARATE THIS YEAR’S ACHIEVEMENTS FROM PRIOR YEARS.

2015 Only what happened from last November to this November

2014: All prior years go together indented and in reverse chronological order

- abcabc
- defdef

2013: (allows the total record to be viewed for Tenure and Full)

- ghigghi
- jklijkkl

USE ONLY ONE STAPLE UPPER RIGHT HAND CORNER OF HARD COPIES

CONSISTENCY: Use CAPITALS, Bold, Underline, Italic as you choose, but do it the same way every time for every entry (if you use bold for book titles, but italics for journal articles, do so for all similar entries).