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| APPLICATION FOR PROMOTION  TENURE | | | | | | | | | | | | | | | | |  | |
| Date Submitted | | |  | | | | | | |
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| The applicant should review the [Promotion Statement](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements/SitePages/Promotion-Statement.aspx) and the [Tenure Statement](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements/SitePages/Tenure-State.aspx)on the [Faculty Local Agreements website](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements) and the procedures regarding tenure and promotion in the [Collective Bargaining Agreement (CBA)](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf).  For Promotion, this form is to be completed by the applicant and submitted in Interfolio by November 1st, as stipulated in the [CBA](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf). Additional supportive material may be attached. This form is available in Microsoft Word and applicants are encouraged to use this medium to expand/contract response areas in the application as needed.  For Tenure, this form is to be completed by the applicant and submitted in Interfolio by December 31st, as stipulated in the [CBA](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf). Additional supportive material may be attached. This form is available in Microsoft Word and applicants are encouraged to use this medium to expand/contract response areas in the application as needed.  This application, the recommendation of the department promotion and tenure committee, the department chairperson’s recommendation, and the recommendation of the University-wide Promotion and Tenure Committee, together with the final action taken on the application, will be placed in the applicant’s official electronic personnel file in the Office of the Provost and Senior Vice President for Academic Affairs.  Persons applying for both promotion and tenure should submit applications for each on the appropriate form.  In accordance with Article 13.B.5 of the [CBA](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf), Departmental and University-wide Promotion and Tenure Committees (check one): | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | have my approval to review my official personnel file. | | | | | | | | | | | | | | | | | | | | |
|  |  | do not have my approval to review my official personnel file. | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |  | | | | |  | |  | |
| Signature | |  | | | | | | | | | | | | | |  | | | | | Date | |  | |
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| **GENERAL INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 1. | Name | | |  | | | | | | | | | | | | | | | | | | | |
|  | 2. | Department | | |  | | | | | | | | | | | | | | | | | | | |
|  | 3. | Present rank and/or title | | | | |  | | | | | | | | | | | | | | | | | |
|  | 4. | Tenure granted | | | |  | Yes | | | | |  | | No | | | |
|  |  | a. If answer to question 4 is Yes, please state year tenure was granted. | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |  | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | b. If answer to question 4 is No, please state year in which you would be eligible for tenure. | | | | | | | | | | | | | | | | | | | | | | |
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|  | 5. | Year current rank was granted. | | | | | | |  | | | | | |  | | | | | | | | | |
|  | 6. | Effective date of desired promotion/tenure. | | | | | | | | | | |  | | | | | | | | |  | | |
|  | 7. | Academic positions held: | | | | | | | | | | | | | | | | | | | | | | |
| Institution | | | | | | | | | | | Dates | | | | | | | | | Title or Rank | | | | |
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|  | 8. | Other professional experience: | | | | | | | | |  | | | | | | | | |  | | | | |
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| **I. TEACHING EFFECTIVENESS AND/OR FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Narrative Statement** (overview with emphasis on how these activities affect student learning; faculty whose primary areas of professional responsibility are duties other than teaching are encouraged to define those responsibilities clearly and to develop criteria for their evaluation).   * Increasing student engagement * Creating stimulating learning environments * Developing curricula that reflect disciplinary/interdisciplinary/multidisciplinary appropriateness, research on pedagogy, and advances in the substantive field * Experimenting with new instructional technology and pedagogy * Performing academic advisement * Teaching in ways and places not limited to the traditional classroom | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Check in boxes below for materials referenced / copies attached, as appropriate: | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Course Syllabi | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Examples of Teaching Materials (exams, handouts, media) | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Samples of Student Work Demonstrating   * Successful Completion of Assignment(s) * Faculty Feedback to Students Who Have Unsuccessfully Prepared Assignment(s) | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Other Items Agreed Upon in Departments – specify: | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Peer Evaluations | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Student Evaluations | | | | | | | | | | | | | | | | | | | | | | |
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| **II. CONTINUING SCHOLARLY GROWTH** | | | | |
|  | | | | |
| **College/University** | **Dates Attended** | **Degree Awarded** | **Date of Degree** | **Field of Study** |
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|  | **Narrative Statement**   * Continued development of one’s knowledge, skills, and pedagogy within chosen discipline * Continued contributions to developing the body of knowledge within chosen discipline * Shares and applies new knowledge, skills, and insights |
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| A. | Membership in professional organizations (local, state, national, international) |
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| B. | Attendance at professional conferences, workshops, institutes, summer study programs, graduate courses or short courses related to the discipline and professionally recognized; continuing education and/or licensing. (List dates.) |
|  | |
| C. | Offices held in professional organizations (local, state, national, international) |
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| D. | Professional consulting; guest professorship; fellowships, honors, awards; grants and contracts (identify if funding was received) |
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| E. | * Participation in professional conferences (paper presentation, keynote speaker, moderator, facilitator, technician, organizer, etc.—local, state, national international); * Juried artistic exhibits, invited concerts, off-campus theater activities (direct, design, act) * Development and/or implementation of new scholarly or practical insights or skills as a result of systematic investigation (e.g., designing, implementing new curriculum, pedagogical approaches in conjunction with a school district) * Presentation of a counseling practice report at a conference |
|  | |
| F. | Production or presentation of technological artifacts implemented by business/industry |
|  | |
| G. | Research findings, pedagogical observations, technological artifacts, etc., published (print or electronic) as a result of the peer review process in scholarly journals, monographs, books, exhibitions, public performances or adopted for implementation by organizations such as school districts or business/ industry |
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| **III.** | **SERVICE: CONTRIBUTIONS TO THE UNIVERSITY AND/OR THE COMMUNITY** | |
|  | **Narrative Statement**   * Serving on committees and task forces * Participating in other departmental, school, union, and university-level activities that fall outside the traditional purview of teaching and scholarship * Public speaking, providing web-based information, and participation on civic, fraternal, and philanthropic organizations at the local, state, national, or international level * Quality of service is more important than quantity; thus service activities should include positions of leadership and responsibility | |
|  | | |
|  | **Contributions to the University** (expectations include involvement in one or more of the following activities): | |
|  |  | Significant contribution to program, department, school, and/or University committees and task forces, ad hoc or permanent. |
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|  | | Special individual assignments. |
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|  | | Significant contributions to University governance, including APSCUF activity. |
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|  | | Significant contributions to student organizations or activities. |
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|  | | Development of proposals that benefit the University or other significant contributions to the University. |
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|  | | Training or assisting other faculty members in the use of distance education technology. |
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|  | **Contributions to the Community** that are reasonably related to the faculty member's discipline (recognition is given for involvement with community organizations) | |
|  | | |
|  |  | Participation in community service in a professional capacity that brings recognition to the University. |
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|  |  | Professional contributions to area schools in a way that brings recognition to the University. |
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|  |  | Public performance in the performing arts or public exhibits in the creative (visual) arts, on and off campus related to the discipline. (Items not included in Scholarly Growth and Professional Development.) |
|  | | |
|  |  | Service on state and/or regional evaluation and accreditation teams. |
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|  |  | Service through public lectures, board memberships, and professional consulting activities with area agencies and organizations. |
|  | | |