

**PROMOTION PROCESS OUTLINE IN INTERFOLIO**  
**CANDIDATE REQUIREMENTS**

**Candidate Instructions:**

Please review the current [Collective Bargaining Agreement](#), Article 16, and the University Governance Policy [Statement on Promotion](#), which should be consulted for detailed information on promotion policies and procedures.

The application form is posted on the Provost's [webpage](#), as is guidance related to deadlines and forms for use by reviewers.

Categories below are similar to tabs in a binder; when a tab is identified as optional, no upload is necessary if no supporting materials are available or relevant.

Contact the [Provost's Office System Administrator](#) to submit in Interfolio an optional written response to a recommendation.

**Section: Promotion Application (Due Nov. 2, 2020)**

**Promotion Application Form** (required)

**Curriculum Vitae** (required)

**Job Description** (optional)

Instructions: For faculty whose professional responsibilities lie outside the classroom, upload your faculty position description. Faculty who hold alternative workload assignments may upload those position description(s) here also.

*Effective Teaching and Fulfillment of Professional Responsibilities:*

**Course Syllabi** (optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Examples of Teaching Materials (Exams, Handouts, Media)** (optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Samples of Student Work Demonstrating Successful Completion of Assignments** (optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Samples of Student Work Demonstrating Faculty Feedback ... (optional)**

Instructions: Upload one or more files of samples of student work demonstrating faculty feedback to students who have unsuccessfully prepared assignment(s), if applicable.

**Other Items Agreed Upon in Departments (optional)**

Instructions: Upload one or more files supporting this category, if applicable. These other items are in the category of Teaching Effectiveness and Fulfillment of Professional Responsibilities.

**Peer Evaluations (required)**

Instructions: Upload one or more files supporting this category. Peer evaluations by faculty colleagues, the department evaluation committee and the department chairperson, including evaluations of classroom visitation, may be uploaded here.

The requirements this year will remain as they always have—two peer observations and one chair observation. The two peer observations must come from Spring 2020, Fall 2020, or Spring 2021. The chair observation may also be done in any one of those three semesters. These files should be uploaded to the “Peer Evaluations” section of Interfolio promotion cases. Spring 2021 classroom observations may be submitted as part of the supplemental folder due on February 1, 2021.

**Student Evaluations (required)**

Instructions: Upload one or more files of student evaluations from five or more classes with an average enrollment of 15 students per class. If the average enrollment is less than 15 students, the number of classes should be extended to include at least 75 students. If fall evaluations are required to achieve the minimum, include in the Supplemental Folder section below, due February 1, 2021.

IMPORTANT: If student evaluation print-outs are formatted in landscape, please upload scans in landscape; otherwise, reviewers will have difficulty reading them.

**Other Supporting Materials for Effective Teaching/Professional Responsibilities (optional)**

Instructions: Upload one or more files of any materials that are outside of the other slots within the category of Effective Teaching and Fulfillment of Professional Responsibilities.

*Continuing Scholarly Growth and Professional Development:*

**Membership in Professional Organizations (local, state, national, international) (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Attendance at Professional Conferences (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Attendance at Workshops (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Attendance at Institutes (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Attendance at Summer Study Programs (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Attendance at Graduate Courses or Short Courses (optional)**

Instructions: Upload one or more files supporting this category, if applicable; courses should be related to the discipline and professionally recognized.

**Attendance at Continuing Education and/or Licensing (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Holding Office in Professional Organizations (Local) (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Holding Office in Professional Organizations (State) (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Holding Office in Professional Organizations (National) (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Holding Office in Professional Organizations (International) (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Professional Consulting (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Guest Professorship (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Fellowships (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Honors (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Awards (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Grants and Contracts (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Participation in Professional Conferences (Local) (optional)**

Instructions: Upload materials that support paper presentation, keynote speaker, moderator, facilitator, technician, organizer, etc.

**Participation in Professional Conferences (State) (optional)**

Instructions: Upload materials that support paper presentation, keynote speaker, moderator, facilitator, technician, organizer, etc.

**Participation in Professional Conferences (National) (optional)**

Instructions: Upload materials that support paper presentation, keynote speaker, moderator, facilitator, technician, organizer, etc.

**Participation in Professional Conferences (International) (optional)**

Instructions: Upload materials that support paper presentation, keynote speaker, moderator, facilitator, technician, organizer, etc.

**Juried Artistic Exhibits (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Invited Concerts (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Off-campus Theater Activities (Direct, Design, Act) (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Development/Implementation of New Scholarly or Practical Insights/Skills (optional)**

Instructions: Upload one or more files that support the 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)

**Technological Artifacts** (optional)

Instructions: Upload one or more files that support the category of production or presentation of technological artifacts implemented by business/industry, if applicable.

**Publications** (optional)

Instructions: If applicable, upload one or more files that support the category of 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.

**Testimony of Colleagues and Other Professionals in the Discipline** (optional)

Instructions: Upload one or more files that support the category of Continuing Scholarly Growth and Professional Development.

**Performance of Accreditation Work That Leads to Professional Development** (optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Innovations in Teaching, Advising and/or Initiatives that Enhance Student Success** (optional)

Instructions: New in the 2019-2023 CBA, Article 12.B.2. Upload one or more files supporting this category, if applicable.

**Inter-University and Intra-University Program Development** (optional)

Instructions: New in the 2019-2023 CBA, Article 12.B.2. Upload one or more files supporting this category, if applicable.

**Obtaining or Maintaining Professional Licensure/Certification Relevant to One's Discipline** (optional)

Instructions: New in the 2019-2023 CBA, Article 12.B.2. Upload one or more files supporting this category, if applicable.

**Participation in Teaching-Related Professional Development** (optional)

Instructions: New in the 2019-2023 CBA, Article 12.B.2. Upload one or more files supporting this category, if applicable.

**Other Supporting Materials for Scholarly Growth/Professional Development** (optional)

Instructions: Upload one or more files of any materials that are outside of the other slots within the category of Continuing Scholarly Growth and Professional Development.

*Service: Contribution to the University and/or Community:*

**Significant Contribution to Program Committees and Task Forces (ad hoc or permanent)**  
(optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Significant Contribution to Department Committees and Task Forces (ad hoc or permanent)**  
(optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Significant Contributions to School or College Committees and Task Forces (ad hoc or permanent)** (optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Significant Contributions to University Committees and Task Forces (ad hoc or permanent)**  
(optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Significant Contributions to State System Committees and Task Forces (ad hoc or permanent)**  
(optional)

Instructions: New in the 2019-2023 CBA, Article 12.B.3. Upload one or more files supporting this category, if applicable.

**Special Individual Assignments** (optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Significant Contributions to University/State System Governance, Including APSCUF Activity**  
(optional)

Instructions: Upload one or more files supporting significant contributions to the governance of the University or the State System, if applicable. (Inclusion of State System in the 2019-2023 CBA, Article 12.B.3.)

**Development of Proposals That Benefit the University** (optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Other Significant Contributions to the University** (optional)

Instructions: Upload one or more files supporting this category, if applicable.

**Training/Assisting Other Faculty in Use of Distance Education Technology (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Contributions to the Community (optional)**

Instructions: Upload one or more files supporting this category, if applicable. Materials should support contributions to the community that are reasonably related to the faculty member's discipline (recognition is given for involvement with community organizations).

**Participation in a Community Service (optional)**

Instructions: Upload one or more files supporting participation in a community service in a professional capacity that brings recognition to the University, if applicable.

**Professional Contributions to Area Schools (optional)**

Instructions: Upload one or more files supporting professional contributions to area schools in a way that brings recognition to the University, if applicable.

**Public Performance in the Performing Arts (on-campus) (optional)**

Instructions: Upload one or more files supporting public performance in the performing arts related to the discipline, if applicable. (Items not included in Scholarly Growth and Professional Development.)

**Public Performance in the Performing Arts (off-campus) (optional)**

Instructions: Upload one or more files supporting public performance in the performing arts related to the discipline, if applicable. (Items not included in Scholarly Growth and Professional Development.)

**Public Exhibits in the Creative (Visual) Arts (on-campus) (optional)**

Instructions: Upload one or more files supporting public exhibits in the creative (visual) arts related to the discipline, if applicable. (Items not included in Scholarly Growth and Professional Development.)

**Public Exhibits in the Creative (Visual) Arts (off-campus) (optional)**

Instructions: Upload one or more files supporting public exhibits in the creative (visual) arts related to the discipline. (Items not included in Scholarly Growth and Professional Development.)

**Service on State and/or Regional Evaluation and Accreditation Teams (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Service Through Public Lectures (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Service Through Board Memberships (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Service Through Professional Consulting with Area Agencies and Organizations (optional)**

Instructions: Upload one or more files supporting this category, if applicable.

**Participation in Accreditation Work in Support of Department or University Service (optional)**

Instructions: New in the 2019-2023 CBA, Article 12.B.3. Upload one or more files supporting this category, if applicable.

**Offices Held in Professional Organizations (if appropriate to this category) (optional)**

Instructions: New in the 2019-2023 CBA, Article 12.B.3. Upload one or more files supporting this category, if applicable.

**Other Supporting Materials for Service (optional)**

Instructions: Upload one or more files of any materials that are outside of the other slots within the category of Service: Contribution to the University and/or Community.

**Section: Supplemental Folder (Due Date Feb. 1, 2021)**

Instructions: Should the applicant receive additional materials unavailable by the Nov. 1 deadline, they may choose to submit them in a supplemental folder. This *supplemental folder* will be made available *only* to the University Promotion & Tenure Committee and the Provost. No supplemental materials can be submitted after the Feb. 1 deadline.

Per the Administration and APSCUF, fall 2020 student evaluations are not required and classroom observations for spring 2021 may be submitted.

**Fall 2020 Student Evaluations (optional)**

Instructions: Upload if required to satisfy the minimum number specified in the Promotion Statement: "Student evaluations from five or more classes with an average enrollment of 15 students per class. If the average enrollment is less than 15 students, the number of classes should be extended to include at least 75 students."

IMPORTANT: If student evaluation print-outs are formatted in landscape, please upload scans in landscape; otherwise, reviewers will have difficulty reading them.



**Spring 2021 Peer Evaluations - Observations (optional)**

Instructions: Upload one or more files, if desired.

**Other Materials Unavailable by the Nov. 1 Deadline**

Instructions: Upload one or more files supporting this category, if applicable.