SELECTED TYPES OF SUPPORTING DOCUMENTATION FOR PROMOTION

TEACHING

Materials that must be submitted:

* Statement describing teaching philosophy and strengths
* Statement of teaching responsibilities
* Student evaluations
* Any on-load time for student advisement
* Classroom observations conducted by PAC and Chairperson (not required for promotion)

Materials that might be included:

* Course syllabi
* Evidence of student learning
* Classroom observations conducted by DPAC and/or Chairperson
* Interdisciplinary team teaching of general education core courses
* Student work: essays, logs, field work reports, laboratory workbook, term papers, short essays, etc.
* Examples of graded student work showing excellent, average and below average work along with the professor’s comments
* Student publications or conference presentations on course related work
* Self-evaluations
* Mentoring/academic advisement responsibilities

Materials from others:

* Statements from colleagues
* Honors or recognition from colleagues
* Invitations to teach from outside agencies
* Statements from alumni
SCHOLARSHIP

Conducting Research and Disseminating Knowledge

- Writing scholarly papers for refereed journals
- Presenting scholarly papers at professional meetings
- Writing and submitting grants
- Writing books, monographs, texts, and chapters
- Editing Books
- Writing translations, abstracts, and reviews
- Developing clinical procedures and practices
- Making policy recommendations
- Providing technical assistance
- Informing general audiences
- Interpreting technical information for general audiences

Producing creative work

- Writing novels, plays, essays, poems, works of non-fiction, musical scores
- Producing media productions
- Engaging in exhibitions and competitions
- Directing and choreographing creative works
- Singing, dancing, acting in productions
- Designing and arranging creative works

Editing, reviewing and managing scholarly works

- Editing journals
- Reviewing potential publications
- Reviewing grants
- Serving as a consultant of exhibitions, performances, displays

Writing and managing funded research

- Leading task forces
- Writing proposals to funding agencies
- Managing grants
- Preparing required reports
TYPES OF FACULTY SERVICE

Service to the Community

Service to the community involves the application of a faculty member’s discipline-based knowledge and skill to issues and concerns beyond the campus. Examples:

- Working on university-community collaborations
- Giving presentations or performances for the public
- Applying research to solve community problems
- Offering expert testimony
- Providing public policy analysis at the local, national or global levels
- Conducting evaluations of policies or programs for agencies
- Participating on governmental panels
- Assistance in one’s field to groups, corporations, not-for-profit agencies, government and communities
- Engagement in community building activities
- Participation in conferences and seminars that address public issues and concerns
- Providing technical/clinical assistance to the public
- Serving as an advocate, trainer, culture broker, mediator, referee, judge

Service to Students

- Coordination of academic advisement
- Advisor to an honor society related to one’s discipline
- Mentoring a student club or organization
- Writing letters of recommendation or referral
- Organizing a workshop on academic paths, educational goals and career objectives
- Offering seminars on how to get better grades, improving study habits, improve writing and oral skills, writing successful term papers.

Service to the University

- Chairing or serving on a committee
- Participating as an elected member in the MSU Senate
- Chairing or being a member of a search committee
- Writing a task force report
- Representing the university in a public capacity
- Serving on a task force to address a campus issue
- Serving on a personnel action committee (e.g., DPAC, DFRAC, Sabbatical Leave, Distinguished Teacher, Distinguished Scholar, SBR, CDC)
- A commitment to shared governance demonstrated by active participation in the University Senate and/or Union.
Service to the Department

Serving as chairperson or deputy chairperson
Chairing or serving on a curriculum committee
Serving on the DPAC, DFRAC
Coordinating an academic program
Chairing the self-study for one's department for a visiting committee
Chairing a department search committee
Preparing and writing an accreditation report

Service to the Discipline

Contributing to furthering the work of a professional society/organization
Participation in accrediting and licensing activities
Establish professional and academic standards
Chair or serve on a committee of a professional society
Organize a professional conference, symposium, paper session
Editing a professional journal
Serving as an elected office in a professional society

Private Service

Participation in civic, political, religious and/or community organizations
Holding public office
Providing service to citizens