

## **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