



INSTRUCTOR PROMOTION APPLICATION

ACADEMIC YEAR 2010-2011 for 2011-2012

I. INTRODUCTION

This form contains data required by the USF System Board of Trustees. These data will be used by USFSP personnel, including Deans, Chairpersons, and USFSP faculty involved in peer evaluation pertaining to recommendations for instructor promotion. Therefore, it is in the best interest of each applicant to ensure that the data are complete and accurate. Please attach additional sheets, if necessary, to give complete information. Original signatures are required on this form, which will become part of the faculty member's personnel file in the Office of the Regional Vice Chancellor for Academic Affairs.

Under no circumstances should notations or other marks be made on this application once it is submitted by anyone other than the Applicant, except where specifically permitted

Applicants are encouraged to be familiar with Career Path for Instructors Promotion Guidelines found on the USFSP Academic Affairs website: http://www.stpete.usf.edu/academics/faculty_resources/tenure_promotion.htm

NAME:	_____	TITLE (Dr., Mr., Ms.):	_____
		MAIL POINT:	_____
COLLEGE:	_____		
DEAN:	_____	MAIL POINT:	_____
DEPARTMENT:	_____		
CHAIR (if applicable):	_____	MAIL POINT:	_____

FOR EQUAL OPPORTUNITY PURPOSES ONLY

SEX:	_____	RACE:	_____
------	-------	-------	-------

PLEASE SUBMIT ONE ORIGINAL INSTRUCTOR PROMOTION APPLICATION

_____ I am seeking Level 2 Promotion	_____ I am seeking Level 3 Promotion
---	---

Applicant's Signature

Date

II. GENERAL DATA

Initial Date of Employment at USFSP _____ Rank _____

Years Completed in Rank at USFSP _____ Appointment 9 month 12 month Salary _____

Education

<u>Institution</u>	<u>Field of Study</u>	<u>Degree</u>	<u>Date</u>

Other Education (Institutes, Short Courses, etc.):

Employment

List current position first including military service; All changes in position or title at a given institution should also be shown.

<u>Place</u>	<u>Position/Title</u>	<u>Time Period</u>

III. TEACHING

Data to be included in your supplemental binder:

- Student comments from all courses evaluated.
- Syllabi complete with reading lists or bibliographies, policy statements, grading procedures, course goals and objectives.
- Samples of instructor-prepared and/or other supplementary course material.
- Samples of tests, exams, essays or other assignments, including some graded work.
- Evidence of teaching effectiveness may include but is not limited to:
 - Participation in pedagogical conferences and/or workshops
 - Participation in academic advising as directed by the Department Chair and/or Dean

A. TEACHING NARRATIVE

Provide a concise narrative of teaching philosophy, methodology, and accomplishments in teaching, advising, and other similar activities.

B. COURSES TAUGHT

List and include course number and title. In order to provide reviewers with an overview of the variety of courses you have taught, please list all courses you have taught while at USFSP, but list each only one time.

C. **TEACHING AWARDS AND DISTINCTIONS**

List all awards, distinctions, etc. and year received.

- **Teaching Awards and Other Recognition**

- **Textbooks Published**

- **New Courses Developed**

- **Collaborative Efforts With Colleagues to Improve Teaching**

- **Scholarly Papers Published on Teaching in Your Field**

- **Innovative Methods**

- **Other**

D. STUDENT EVALUATION OF TEACHING

Note: Data from student evaluations must be completed by the Department Chair/Director or by the Chair or member of the faculty peer review committee or designee. The applicant is not permitted to complete this section.

Please use the Student Evaluation of Teaching Form on the Academic Affairs website: http://www.stpete.usf.edu/academics/faculty_resources/tenure_promotion.htm

- The table is set up to capture by course level a review of the candidate’s mean scores on the 8-question standardized USF system student evaluation of teaching instrument.
- Quantitative data should be transferred from the data provided by Evaluation and Testing onto this reporting table, for the candidate, the Department and the College.
- If the department uses an internal instrument to supplement the university instrument, please provide a copy of that instrument and the data gathered from it, comparing the candidate with departmental colleagues.

By signing this page I certify that I have summarized the teaching evaluation information provided.

Print Name of Department Chair/Director

Signature

Date

IV. PROFESSIONAL DEVELOPMENT

A. PROFESSIONAL DEVELOPMENT NARRATIVE

Instructor's narrative of professional development activities; Evidence of professional development activities may include but are not limited to:

- Serving as an officer or a member of a board or committee of a local, state, regional, national or international professional organization
- Chairing or serving as a discussant on a panel at a professional meeting
- Preparing grant proposals and reports
- Conducting professional workshops and seminars
- Participating in professional meetings, seminars, workshops, etc.
- Competing graduate studies or course work relevant to professional competency
- Receiving fellowships and awards
- Serving as a professional consultant
- Producing scholarly or creative works that are pedagogical in nature

V. SERVICE

Data to be included in your supplemental binder:

- Internal and/or external colleague statements and letters of testimony
- Peer, Dean and/or Chair's evaluations since the faculty member has been at USFSP

A. SERVICE NARRATIVE

Evidence of service activities may include but are not limited to:

- Serving on departmental/college/university committees
- Participation in campus and community activities related to the institution and to one's professional role
- Involvement with standing or *ad hoc* committees, special committees, and task forces
- Working with student organizations and non-academic advising
- Working with community, state, regional or national organizations
- Utilizing professional expertise
- Working on institutional advancement projects

VI. EVALUATIONS BY DEPARTMENT, COLLEGE, DEAN AND VICE CHANCELLOR

Please attach copies of candidate's **Annual Reports** for each year employed at USFSP. Annual Reports should include the standard University rating form and all evaluative narratives.

O = Outstanding W = Weak
 ST = Strong UN = Unacceptable
 SA = Satisfactory NA = Not Applicable

PROVIDE A DEFINITIVE EVALUATION. For example, state: Outstanding or Satisfactory
 Do not indicate that a candidate is Strong/Outstanding or Satisfactory/Strong.

Guidelines for Evaluations

Performance Area	Dept. Faculty Committee Evaluation	College Tenure & Promotion Committee Evaluation	College Department Chair Evaluation	College Dean Evaluation	USFSP Tenure & Promotion Committee Evaluation	Vice Chancellor for Academic Affairs
Teaching						
Professional Development						
Service (all areas)						
Overall Quality						

- Behind this page, each reviewing body should append a narrative to support the evaluation.
- Each narrative should include a careful analysis of the evaluation with rationale and reasons for positive and/or negative evaluation.
- Does the candidate work in reasonable harmony with his/her colleagues and students? Explain.
- Do the candidate's talents, expertise, experience and resources fit the needs, plans and goals of the Program/Department/College? Explain.
- The narratives should be appended in the order of review (Department Faculty Committee, Department Chair, College T&P committee, Dean, USFSP T&P committee, and Vice Chancellor for Academic Affairs).
- Where a split recommendation Promotion exists, the committee should provide a Majority Report and a Minority Report to provide a balanced view.

	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Dept Faculty Committee Chair			
College T&P Committee Chair			
College Dept. Chair			
Dean or Designee			
USFSP T&P Committee Chair			
Vice Chancellor, A.A.			

VII. PROMOTION RECOMMENDATION

The University has established minimum criteria for instructor promotion as follows.

PROMOTION TO LEVEL 2

- Applicant must have completed five or more years in the current position before applying for promotion to the next level.
- Excellence in the principal assigned duty as demonstrated by earning an overall rating of “Outstanding” from the evaluating units. This evaluation should be in concert with, but not solely determined by, the last five years of annual evaluations. In addition to annual evaluations, the required comprehensive review should assess the individual’s holistic contributions to the evaluating unit.
- An overall rating of “Strong” is required from the evaluating units on any additional area of assignment that averages .25 FTE during the last five years of annual evaluations.
- If an individual has equal assignments in excess of .25 FTE, one must be designated as the primary area and ratings assigned accordingly. That is, the primary area must be evaluated as “Outstanding” and the remaining areas rated as no less than “Strong.”
- Where individuals have multiple assignments, a rating of “Satisfactory” will not disqualify an individual from consideration for promotion if the FTE assignment in that area is .10 or less.
- Ability to maintain credentials in compliance with appropriate accreditation standards.

PROMOTION TO LEVEL 3

- Following an individual phase-in period, five (5) years experience at Level 2 is expected. After this time, Level 2 Instructors may apply for promotion on the basis of meritorious performance.
- A comprehensive review and assessment following the guidelines specified for Level 2 must be conducted.
- In assigning ratings for Level 3, evaluating units should determine that the individual has demonstrated continuous development and has achieved significant accomplishments beyond that considered at the Level 2 review. Examples of such accomplishments include, but are not limited to receiving awards related to assigned duties, publishing material in professional outlets related to assigned duties, and/or developing innovations that have had a demonstrably positive effect in promoting the mission of the university.

VOTE OF THE DEPARTMENT TENURED FACULTY COMMITTEE

Please attach a list of the names of all Committee Members, including rank and department

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the faculty.

Name, Faculty Cmte Chair: _____ Signature: _____

VOTE OF THE USFSP TENURE AND PROMOTION COMMITTEE

Please attach a list of the names of all Committee Members, including rank and department

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the faculty.

Name, USFSP T&P Chair: _____ Signature: _____

Note: In each section please include by race and gender the numbers of faculty Eligible (E) to serve in the promotion recommendation and the number of faculty who actually Served (S).

RECOMMENDATIONS ON THE CANDIDACY FOR PROMOTION

Department Chair

My recommendation is to GRANT promotion for this candidate.

My recommendation is to DENY promotion at this time.

Name: _____ Signature: _____ Date: _____

College Dean

My recommendation is to GRANT promotion for this candidate.

My recommendation is to DENY promotion at this time.

Name: _____ Signature: _____ Date: _____

STATEMENT OF REVIEW BY CANDIDATE PRIOR TO CONSIDERATION BY THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS.

I have reviewed the ratings and recommendations made on my application at each level of evaluation and have had the opportunity to respond to each level of evaluation prior to the next level of evaluation. I have been provided with 10 days in which to respond to each level of evaluation.

Signature: _____ Date _____

Signing indicates only review of the document(s) involved in my nomination. It does not imply consent, approval or agreement.

Vice Chancellor for Academic Affairs

____ My recommendation is to GRANT promotion for this candidate.

____ My recommendation is to DENY promotion at this time.

Name: _____ Signature: _____ Date: _____

VIII. AMENDMENTS

This section is for additional information that is submitted at any time by the candidate after the review process has begun. However, if a committee/ chair/dean has already reviewed the application, there is no obligation that the application must be returned to the individual or body for an additional review. The date the materials are added to the file must be noted.