



# Application for Faculty Promotion or Stipend Review

Revised September 2007

## INSTRUCTIONS:

1. The applicant should thoroughly review the sections of the contract dealing with promotion and stipend reviews prior to preparing and submitting this application. The relevant portions of the contract are as follows:

## CRITERIA FOR RANK AND PROMOTION - pages 45 thru 57

2. This document should be used as a template for preparing the Application as the submitted application must contain the materials and be in the format as defined in this document

## APPLICATION FOR:

Promotion to Assistant Professor (scholarship reviewed for previous 4 years)  
Promotion to Associate Professor (scholarship reviewed for previous 4 years)  
Promotion to Professor (scholarship reviewed for previous 6 years)  
Promotion to University Professor (scholarship reviewed for previous 8 years)  
Stipend Review

Candidate: \_\_\_\_\_ Application Date: \_\_\_\_\_

Departmental Appointment: \_\_\_\_\_

Area of Excellence: \_\_\_\_\_ Scholarship \_\_\_\_\_ Teaching and Service

Date of RMU Faculty Appointment: \_\_\_\_\_ Date of Last Promotion: \_\_\_\_\_

Teaching as Full-Time Faculty Member Prior to RMU Appointment: \_\_\_\_\_ years

## Prior Promotions (at RMU or Other Institutions)

YEAR	INSTITUTION	PROMOTED FROM	PROMOTED TO
------	-------------	---------------	-------------

## A. Background Information

1. List of Academic Degrees Earned, Institution, and Graduation Year
2. List of Academic Appointments, Professional Positions, and Years
3. List of Annual Merit Salary Awards (during period under review)

**B. OPTIONAL Personal Statement Highlighting Area of Excellence**

**Describe your philosophy of a faculty member's role, the ways in which you have achieved a sustained record of achievement in teaching, scholarship and service, and highlight your area of excellence. (Please limit this section to 250 words)**



## **B. Additional Information for Evaluation of Scholarship**

1. If publications have been jointly authored, the faculty member applying for promotion must explain how and demonstrate that the faculty member had an equal role in conceptualizing, analyzing and publishing the research findings.
2. At all ranks, evidence of on-going scholarship must be submitted for consideration in sufficient detail that would allow an evaluation of the prospect that the candidate will continue to maintain the rank.
3. In the circumstances listed below, a candidate for promotion is required to identify four potential external reviewers who have published in the discipline from the candidate's discipline and who hold a rank comparable to or higher than the rank for which the candidate is (applying,) at comparable institutions.

The candidate is applying for promotion to the rank of Assistant Professor or Associate Professor AND has elected scholarship as their area of excellence.

OR

The candidate is applying for the rank of Professor or University Professor

OR

The candidate who is not required to submit an external review but chooses to do so

If any of these circumstances applies to this application, provide name, title, telephone number, e-mail and postal address of the potential reviewers. Academic reviewers must be of rank equivalent or higher than the one sought.

**IF EXTERNAL PEER REVIEWS ARE PART OF THE APPLICATION, THEN THE DEPARTMENT HEAD WILL ATTACH THE ANONYMOUS RESULTS OF THESE REVIEWS AT THIS POINT IN THE APPLICATION**

## TEACHING AND SERVICE DOSSIER REQUIREMENTS

### TEACHING

#### A. Delineation of the courses taught for the last five years

1. Courses taught by course number and title. For each course:
  - a. Identify if you developed the syllabi or used a departmental syllabus.
  - b. Identify the delivery method - in class, online/on-ground.
2. Doctoral Dissertations, Doctoral Field Projects or Masters Theses chaired.
3. Dissertation, Project or Thesis committee membership (cite each instance)
4. Honors Projects or undergraduate Independent Studies supervised (cite each)

#### B. Evidence of Teaching Effectiveness and/or Learning Outcomes Plan

1. **For teaching faculty**, objective evidence must be presented that allows for evaluation in at least two of the following aspects of teaching and learning. This evidence may include, but is not limited to Department Head, peer, or student evaluation of classroom teaching.
  - a. Course and curriculum development and design (with the mere inclusion of syllabi not being sufficient to satisfy this requirement).
  - b. Implementation of learning outcomes assessment with Appendix K titled “Guidelines for Determining the Applicability of a Learning Outcomes Assessment Mechanism” serving as a guideline for determining the applicability of an outcomes assessment mechanism.
  - c. Efforts on the part of the faculty member to update the knowledge of their discipline to the state-of-the-art, provided that the effort results in a deliverable result such as certification or significant revision to course content.
2. **For librarians:**
  - a. Knowledge of the specifics of a particular job and demonstrated skill in performing that job including judgment and decision-making abilities, quality of completed work assignments, and the ability to set and accomplish appropriate performance goals in accordance with the specific standards set forth in the contract:
  - b. Professional knowledge including trends, issues, new ideas, and technological changes in librarianship and the demonstrated ability to apply them within the university setting in accordance with the specific standards set forth in the contract:
  - c. Understanding of the policies, procedures, and services of the University’s Libraries, and an ability to serve the Library clientele through interpretation of these policies and procedures in accordance with the specific standards set forth in the contract:
  - d. Demonstrated ability to work cooperatively with University faculty/staff, academic administrators and the Library staff, to further the educational and research goals of the University:

## **SERVICE**

Service to the University, school department, profession and/or community represents an important component of the responsibilities of a University faculty member and, therefore, a sustained record of service is a requirement for consideration for promotion.

**1.** A candidate for the promotion can demonstrate service through the following mechanisms:

- a. Chair or active participant in a University, school or department committee.
- b. Officer, committee chair or active participant in an organization that furthers the faculty member's academic discipline.
- c. Advisor to an active student organization.
- d. Active participant in a task force or project established by the appropriate Department Head, Dean or the Chief Academic Officer for the betterment of the department, school or University.
- e. Work on behalf of the Faculty Federation, for example, negotiating the contract or contractual issues that contribute to the overall goals of the University.
- f. Community service which brings positive recognition to the University.
- g. Editorship or review board for a scholarly or professional journal or reviewing for an academic or professional conference.
- h. Other activities representing service as accepted by the appropriate Dean.

**2.** Simply being a member of a committee or activity is not sufficient. The candidate must demonstrate active participation and contribution to the goals of the effort.

## **DEPARTMENT FACULTY REVIEW**

Attach the results of the Department Faculty Review (results of vote, any comments and any dissenting opinions) following this page. Include the name and rank of each faculty member who participated in the review process.



## **DEPARTMENT HEAD'S RECOMMENDATION**

**Recommended for Promotion** \_\_\_\_\_

**Not Recommended for Promotion** \_\_\_\_\_

**Comments**

---

**SIGNATURE OF DEPARTMENT HEAD**

---

**DATE**

## **DEAN'S RECOMMENDATION**

**Recommended for Promotion \_\_\_\_\_**

**Denied Request for Promotion \_\_\_\_\_**

**Comments**

---

**SIGNATURE OF DEAN**

---

**DATE**

**If the Dean denies the request for promotion, and the candidate appeals the denial, then the candidate's materials supporting the appeal will be inserted following this page.**

## **VP FOR ACADEMIC AFFAIR'S RECOMMENDATION**

### **PROMOTION TO ASSISTANT PROFESSOR OR ASSOCIATE PROFESSOR**

\_\_\_\_\_ **Approved for Promotion (no further recommendations or approvals are required)**

\_\_\_\_\_ **Denied Request for Promotion**

**Comments**

### **PROMOTION TO PROFESSOR**

\_\_\_\_\_ **Recommended for Promotion**

\_\_\_\_\_ **Denied Request for Promotion**

**Comments**

---

**SIGNATURE OF VP OF ACADEMIC AFFAIRS**

---

**DATE**

**If the VP for Academic Affairs denies the request for promotion, and the candidate appeals the denial, then the candidate's materials supporting the appeal will be inserted following this page.**

## **UNIVERSITY PROFESSOR PROMOTION COMMITTEE**

\_\_\_\_\_ **Recommended for Promotion**

\_\_\_\_\_ **Denied Request for Promotion**

**Comments (Members of Committee may attach individual comments or dissenting opinions)**

---

**SIGNATURE OF COMMITTEE CHAIR**

---

**DATE**

**If the University Professor Promotion Committee denies the request for promotion, and the candidate appeals the denial, then the candidate's materials supporting the appeal will be inserted following this page.**

**PRESIDENT**

**PROMOTION TO PROFESSOR OR UNIVERSITY PROFESSOR**

\_\_\_\_\_Recommended for Promotion

\_\_\_\_\_Denied Request for Promotion

**APPEAL OF DENIAL FOR ASSISTANT PROFESSOR OR ASSOCIATE PROFESSOR**

\_\_\_\_\_Approved for Promotion

\_\_\_\_\_Denied Request for Promotion

**Comments**

---

**SIGNATURE OF PRESIDENT**

---

**DATE**

**PROMOTIONS COMMITTEE OF BOARD OF TRUSTEES**

**PROMOTION TO PROFESSOR OR UNIVERSITY PROFESSOR**

\_\_\_\_\_ **Approved for Promotion**

\_\_\_\_\_ **Denied Request for Promotion**

**Comments**

\_\_\_\_\_  
**SIGNATURE OF COMMITTEE CHAIR**

\_\_\_\_\_  
**DATE**