



ST. JOHN'S
UNIVERSITY

Preparing your PAF
Years 1-5 and Promotion to Full
September 2024

OBJECTIVES

First Year Faculty	Years 2-5	Associate to FULL
Reappointment	Reappointment	Promotion
New form	New developments	New form and/or new developments since last used the form
Where to get info	Where to get info	Where to get info
Important dates/deadlines	Important dates/deadlines	Important dates/deadlines
Teaching Research Service	Teaching Research Service	Teaching Research Service
Getting started	Continue and grow	What is new since tenure? “old” PAF will be attached to the end of this form as Support Material

PAF

- Personnel Action Form – a FORM to be completed helps you organize **Teaching, Research and Service** and demonstrate how you have met the requirements that are set out in the CBA and University Statutes.
- Submitted each November – but it is a year long process
- Doesn't change from year to year (minor tweaks)

CBA

- Article 9 **Teaching, Research and Service**
- Generic to University life AND customized to STJ

University Statutes

- Article 7 Specific to **Rank** but BROADLY defined
Instructor, assistant professor, associate professor, etc..
- Specific to your department, division, discipline

Collective Bargaining Agreement

ARTICLE 9 FACULTY RESPONSIBILITIES

9.01 General

Every faculty member has an obligation to teach effectively, to conduct scholarship and scholarly research, and to serve the University in its efforts to grow and develop as an academic institution, as set forth herein.

9.02 Teaching

The faculty member seeks above all to be an effective teacher and scholar. To that end the Administration and the AAUP-FA have agreed/agreed that effective teaching requires continuing attention to the faculty member's pedagogical methods, classroom presentation, and student engagement. Consistent with the University's commitment to an equitable and inclusive teaching and learning environment, the University shall recognize the accomplishments of faculty members that pursue pedagogical methods, classroom presentation, and student engagement strategies that reflect this commitment. However, this provision is not intended to create or substitute any new requirements under the standards governing promotion and tenure as detailed in Article 6.02 of this Agreement. Also important is the faculty member's commitment to be accessible to students outside the classroom. Representative examples of such activities include advisement, academic discussions, facilitations of co-curricular and extra-curricular learning opportunities, and for counseling and mentoring students about research, career choices and professional interests. Representative examples of research mentoring include independent studies, unassigned research monitoring and/or project monitoring, directed readings, theses and dissertations. The faculty member is expected as a matter of course to be available to his/her students and to discharge his/her responsibilities for student advisement in a conscientious, professional and considerate manner. Paragraph 9.22 of this Agreement sets forth the basic obligations of the faculty in this respect. When requested to do so, the faculty member shall participate in preparing, administering and grading comprehensive examinations.

9.03 Research and Scholarship

The faculty member recognizes that effective research and scholarship enhances teaching and the reputation of the University and the faculty member accepts the obligation to develop, improve and demonstrate scholarly competence. Faculty members are expected to be active in research and scholarship. In the Consistent with the University's commitment to creating an equitable and inclusive teaching and learning environment, the University shall acknowledge faculty members that demonstrate research and scholarship that reflects this commitment. However, this provision is not intended to create or substitute any new requirements under the standards governing promotion and tenure as detailed in Article 6.02 of this Agreement. In the Collins College of Professional Studies and in the University Libraries, faculty members are expected to engage in professional development, unless a faculty member in the Collins College of Professional Studies has elected to engage in research and scholarship commensurate with faculty elsewhere at the University (see Appendix I-J). Consistent with the University's commitment to creating an equitable and inclusive teaching and learning environment, the

9.04 Service

In keeping with the significant and appropriate involvement of the faculty in the academic governance of the University, the faculty member recognizes the obligation to develop, support and enhance the life of the University by participating in department, college and University committees and organizations whose work is essential to improving the quality of the University as an institution of higher learning. This includes attending appropriate meetings and evaluating and updating courses and programs to maintain their quality, relevance and viability. Consistent with the University's commitment to creating an equitable and inclusive teaching and learning environment, the University shall recognize faculty members that participate in University or community groups, councils, committees and centers whose work reflects this commitment. However, this provision is not intended to create or substitute any new requirements under the standards governing promotion and tenure as detailed in Article 6.02 of this Agreement.

P.A.F. Personnel Action Form



PAGE 2: Personnel Action Form Table of Contents

Order your application according to this alphabetical listing. Include page numbers.

I. BIOGRAPHICAL INFORMATION

- A. Educational Background/Certifications
- B. Teaching Experience
- C. Professional Experience
- D. Academic Awards and Honors
- E. Significant/Distinguished Achievements

Starting Page

II. RESEARCH

- F. *Research Prospectus (required for LAS, EDU, TCB, PHM)
- G. Plan for Professional Growth (required for CPS and LIB)
- H. Significant Research
- I. Publications with their Dates
- J. Program Appearances/Attendance with their Dates
- K. Sponsored Projects and Programs (internal and external)

III. SERVICE

- L. Sustained Service to the University, School and Departmental/Divisional Committees
- M. Membership in Professional Societies
- N. Other Relevant Activities

IV. TEACHING

- O. Courses Taught
- P. Teaching Evaluations
- Q. Chairperson's Summary of Course Evaluations attached at the end of the PAF PRIOR TO CONVERSION TO PDF
- R. Teaching Portfolio (separate submission to the Portal)

CERTIFICATION & SUPPORT MATERIAL

- S. Certification
- T. Index of Support Materials

* If you are a member of the faculty of SJU (Inc., ICS), EDU, TCB or PHM, please complete F and NOT G. If you are a member of the faculty of CPS or LIB, please complete G and NOT F.

7.02 Instructor – General

- 7.03 Instructor, CPS
- 7.04 Instructor, TCB
- 7.05 Clinical Instructor PHM
- 7.06 Clinical Instructor, SOE
- 7.07 Instructor, Prof. Library
- 7.29 Instructor, Industry Prof
- 7.34 Instructor, Professor of t
- 7.38 Instructor, Industry Prof
- 7.42 Instructor, Institute for C

7.08 Assistant Professor - Gen

- 7.09 Assistant Clinical Profess
- 7.10 Assistant Professor, CPS
- 7.11 Assistant Professor, TCB
- 7.12 Assistant Clinical Profess
- 7.13 Assistant Clinical Profess
- 7.14 Assistant Professor, Prof
- 7.30 Assistant Professor, Indu
- CPS

- 7.35 Assistant Professor of the Practice, TCB
- 7.39 Assistant Professor, Industry Professional,
CPS
- 7.43 Assistant Professor, Institute for Core Studies

7.15 Associate Professor - General

- 7.16 Associate Clinical Professor, SJC Psychology
essor, CPS
- essor, TCB
- cal Professor, PHM
- cal Professor SOE
- essor, Prof. Library Faculty
- essor, Industry Professional, CPS
- essor of the Practice, TCB
- essor, Industry Professional, PHM
- essor, Institute for Core Studies

Many different appointments
and many differences within
these appointments – yet we use
the SAME form for everyone –
WHY?

It is sufficiently BROAD to
allow for the differences WHILE
maintaining a sense of level
ground & order for the readers

7.22 Professor – General

- 7.23 Clinical Professor – Dept. of Psychology
- 7.24 Professor - College of Professional Studies
- 7.25 Professor – The Peter J. Tobin of Business

What does teaching, research and service look like for you?

6.03 Establishing Department/Division Standards for Reappointment, Promotion and Tenure

The Administration and AAUP-FA agree that tenure track faculty to receive written guidance from the collective faculty of their academic department or division concerning the standards for reappointment, tenure and promotion that are applied within the individual academic department or division under Articles 7 and 8 of the University Statutes.

By the end of the 2022-23 academic year, each academic department or division must provide its Faculty Council and Dean written standards for reappointment, tenure, and promotion that will be applicable to all faculty within the department or division.² In order to assist with this work, the Deans will provide written instructions to the departments/divisions within their college within thirty (30) days of this Agreement being executed by the parties. The instructions will identify any proposed minimum thresholds that must be a part of the department/division standards.

In developing these standards, each department and division will ensure that the guidance set forth by the department and division treat all faculty with fairness during their personnel processes. In doing so, these standards should be clear, with yearly and concise benchmarks, to ensure fairness during the reappointment, tenure and promotion processes.

When the draft standards are finalized by the academic department or division, they will be sent to the faculty council of the college for final review and approval. The faculty council will ensure that the written standards are consistent with Articles 7 and 8 of the University Statutes and that the standards treat all faculty with fairness understanding requisite differences between academic disciplines and tenure tracks.

² There may be academic departments or divisions that will need to develop individual written standards for distinct academic programs within the department/division in order to recognize requirements between academic programs within the department/division.

FACULTY DRIVEN PROCESS

Deans, Provost:
support, promulgate
facilitate consistency

Deans will support the departments by promulgating the department and division standards for tenure and promotion to pertinent faculty in their respective colleges, especially to the members of their college personnel committees. Deans will also send these standards to the Provost's Office and they will also be followed up by the respective college committees. Deans will facilitate the consistency of reappointment, tenure, and promotion standards throughout the college while also acknowledging and understanding requisite differences between academic disciplines and tenure tracks.

The Provost will facilitate the consistency of reappointment, tenure, and promotion standards throughout the University while also acknowledging and understanding requisite differences between different colleges and tenure tracks. The Provost will send the department and division standards for reappointment, tenure, and promotion to the University Personnel Committee and to the Board of Trustees.

Once finalized and approved, the standards for reappointment, tenure and promotion will be applied to tenure track faculty whose employment commences after September 1, 2023. The standards will be regularly reviewed by the academic department or division and modified as needed with the requisite approval of the faculty council.

THE PROCESS & TIMELINE

*NOTE: 1st and 2nd year
Instructor or Assistant ******

DECEMBER 2024

CPC = College Personnel Committee

Chairperson – Dean of the College/School

NOVEMBER 2024

P & B =
Department/Division
Committee

Chairperson – Chair of the Department/Division

PAF DUE November1

JAN - APR 2025
University Personnel Committee
20 members ; 10 administrators,
10 elected faculty
(Every Wednesday)

May 2025
PRESIDENT

START

MAY Memo & PAF
(via Chairpersons, on Provost's Web page)

Summer 2024 (reappointments)

- Begin working on upcoming PAF
- Move everything on last year's form down

September

- Workshops
- Classroom visits

October

- Classroom visits
- Check in with Chairperson
- Look for instructions in your e-mail



Digital Measures

Enrollment Management



Faculty Resources



Hiring Non-Academic Graduate Assistants

2022 COACHE Survey

Graduate Admissions Assistance Program

Professional Licensure Disclosure Statement

State Authorization and Complaint Process

St. John's University Definition of Student Location

Institutional Research



Jeannette K. Watson Undergraduate Fellowship

New Faculty Information

The Division of Special and Opportunity Programs



University Assessment Committee

- [Research Project Student Request Form](#)

Learn More

Personnel Action Form (PAF)



Academic Support for Your Students



Guidelines for Program Proposals



Annual Faculty Activity Report



Personnel Action Form (PAF)

The Personnel Action Form (PAF) is what faculty submit when applying for Reappointment, Tenure, or Promotion. This page features information of importance to all full-time junior faculty who must fill out the PAF every year, as well as senior faculty going through the PAF process for promotion. PAFs are submitted to Department Chairs and Directors in October every Fall. Please note that all deadlines for submission are firm.

Updated information on the PAF files below has been posted.

- PAF for 2023-2024 ([Word](#) 
- Preparing Your PAF-General
- Provost's May Memo 2023 ([PDF](#) 
- PAF- with FAQ's 2023-2024 ([PDF](#) 
- Dean-Chair Course Evaluation Forms ([Word](#) 
- Dean-Chair Diversity Examples in Teaching, Research and Service ([PDF](#) 
- [Dean-Chair Course Evaluation Form - Online Courses](#) 
- Confidential Letters Procedure ([PDF](#) 
- Confidential Letters Referees ([PDF](#))
- Preparing Your PAF-Tenure Actions ([PDF](#))
- Preparing Your PAF-Years 1-5 and Full Professor ([PDF](#))
- Preparing Your PAF-Info for Chairs & P&B



Word document



Personnel Action: General Directives

PLEASE DELETE THIS PAGE PRIOR TO SUBMISSION OF YOUR PAF TO THE PORTAL

A draft of the entire application must be reviewed with your Chairperson ON OR BEFORE Friday October 27, 2023 in order that revisions may be made prior to submission to the Portal and before the departmental/divisional review. This will guarantee that the PAF is appropriately prepared for the Departmental or Divisional review and prevent untoward delays, re-meeting, etc., before being submitted to the next level of review.

1. It is the SOLE RESPONSIBILITY of the applicant requesting this personnel action to follow the format specified in these instructions and be able to verify the integrity of all data presented.
2. ALL EVIDENCE and information relating to this action must be included at the time the PAF is transmitted to the Departmental or Divisional Personnel and Budget Committee through the Faculty Personnel Portal. No documents or information may be added at a later stage of the personnel action process that was not considered by the original reviewing committee. Therefore, if materials are found to be missing at any point in the review process, applications may be returned to the lower level committees for reconsideration. In order to avoid such errors, a draft of the application must be reviewed and discussed with the Chairperson prior to submission to the Portal. Chairpersons will be asked to certify that they have read the document and offered guidance to the applicant.
3. All information requested for this form is to be completed according to the directions. Follow the prompts indicated in the keys next to the section. Use reverse chronological order where applicable.
4. All applicants must complete the Cover Page and the Table of Contents. These pages must constitute the first two pages of your application. Remove this page prior to submission to the Portal.
5. After the Chairperson and applicant together determine the form is complete and that the support material is compiled properly, the form should be converted to PDF format.
6. Once in PDF format, the PAF may be loaded onto the Faculty Personnel Portal for FINAL SUBMISSION to the Chairperson. The Chairperson will be responsible to move the form through the portal to the first committee for review.
7. NO PAPER COPIES will be needed and all support material should be in electronic format and submitted to the Portal.
8. The respective Chairpersons of all personnel committees are not to send out any other instructions.

REVISED 6-12-23

Office of the Provost – MAY 2023
Directives for Personnel Actions
Reporting period Oct/Nov 2022-Nov 2023

COMPARE:



Personnel Action: General Directives

PLEASE DELETE THIS PAGE PRIOR TO SUBMISSION OF YOUR PAF TO THE PORTAL

NOTE: The guidelines in BLUE are advisory only and provided to assist you with some of the more frequent questions encountered

The dates mentioned in the PAF and MAY MEMO are the suggested last dates that these events can occur for timely submission to the PAF portal. ↓

A draft of the entire application must be reviewed with your Chairperson ON OR BEFORE Friday October 27, 2023 in order that revisions may be made prior to submission to the Portal and before the departmental/divisional review. This will guarantee that the PAF is appropriately prepared for the Departmental or Divisional review and prevent untoward delays, re-meeting, etc., before being submitted to the next level of review.

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Follow up evidence IS permitted. If, after your PAF has been submitted to the PORTAL, you learn that a paper, grant, etc., that is listed as pending on the PAF has now been accepted, please inform your Chairperson and/or Dean of this development. If possible, provide your Chairperson with the email or letter confirming the acceptance, that will then be presented at the committees.

3. All information requested for this form is to be completed according to the directions. Follow the prompts indicated in the keys next to the section. Use reverse chronological order where applicable.
4. All applicants must complete the Cover Page and the Table of Contents. These pages must constitute the first two pages of your application. Remove this page prior to submission to the Portal.



PAGE 1: PERSONNEL ACTION FORM COVER PAGE

Faculty Member Name:

Department/Division:

College/School:

Date of initial FT tenure track appointment at St. John's

Date of appointment or promotion to present rank: *if it is the same - so state*

Do you have Tenure? (Yes / No): If No, what is your mandatory tenure decision date? June:
If Yes, date of tenure:

CIRCLE or TYPE IN Nature of Action/s: *Reappointment, Termination of probation, Tenure, Promotion to the rank of _____*

OTHER THAN REAPPOINTMENT, have you requested this personnel action within the last three years? (Yes / No):
If Yes, Date:

For Tenure and/or Promotion Only: Do you intend to avail yourself of the option of personal appearance? (Yes / No):

CHECKLIST: YOU MUST REVIEW THIS WITH YOUR CHAIRPERSON PRIOR TO FINAL PORTAL SUBMISSION

- Date of appointment, rank, last personnel action, promotion and tenure – are they correct?
- Nature of the action as it appears on the PAF – is it correct?
- All statements as to quality of publications are completed
- Percentage of contribution to papers, presentation, grants, etc. are completed
- Consistent identification of co-authors and their contributions
- Chairperson's and Dean's teaching evaluation & Chairperson summary of course evaluations attached
- Evidence of teaching effectiveness
- Three signed and dated copies available to Chairperson at the time of submission on the portal

FOR COMMITTEE USE ONLY

Departmental/Divisional P&B

approved denied Vote _____ meeting date _____

Signature of Committee Chairperson or designee

College/School/ Library

approved denied Vote _____ meeting date _____

Date of Appointment:

Do not include contract years or adjunct years

Nature of the action :

- Reappointment to the rank of Assistant Professor, OR
- Reappointment to the rank of Instructor and Promotion to the rank of Assistant Professor OR
- Promotion to the rank of Full Professor

Checklist : Not comprehensive, but helpful

Vote tally for committees

CBA & Statutory Requirements are aligned (slide 4)



PAGE 2. PERSONNEL ACTION FORM

TABLE OF CONTENTS

Order your application according to this alphabetical listing. Include page numbers.

I. BIOGRAPHICAL INFORMATION

- | | |
|--|---------------|
| A. Educational Background/Certifications..... | Starting Page |
| B. Teaching Experience | |
| C. Professional Experience..... | |
| D. Academic Awards and Honors..... | |
| E. Significant/Distinguished Achievements..... | |

II. RESEARCH

- | | |
|---|--|
| F.*Research Prospectus (required for LAS, EDU, TCB, PHM)..... | |
| G.*Plan for Professional Growth (required for CPS and LIB)..... | |
| H. Significant Research..... | |
| I. Publications with their Dates..... | |
| J. Program Appearance..... | |
| K. Sponsored Projects and Activities..... | |

III. SERVICE

- | | |
|--|--|
| L. Sustained Service to the University..... | |
| M. Membership in Professional Societies..... | |
| N. Other Relevant Activities..... | |
| O. Divisional Committees..... | |

IV. TEACHING

- | | |
|--|--|
| P. Courses Taught..... | |
| Q. Teaching Evaluations..... | <i>attach separately to PORTAL</i> |
| R. Chairperson's Summary of Course Evaluations | <i>attach separately to PORTAL</i> |
| S. Teaching Portfolio | <i>attach separately to the PORTAL</i> |

CERTIFICATION & SUPPORT MATERIAL

- | | |
|------------------------------------|--|
| T. Index of Support Materials..... | |
| S. Certification..... | |

* If you are a member of the faculty of SJC (inc. ICS), EDU, TCB or PHM, please complete F and NOT G. If you are a member of the faculty of CPS or LIB, please complete G and NOT F.

*Skeleton =
Bones*

I. BIOGRAPHICAL INFORMATION:
A,B,C,D,E

II. Research: F/G, H, I,J, K

III. Service: L, M, N

IV. Teaching, O,P, Q, R

Once
document is
complete
NUMBER
the pages



If you are a member of the faculty of SJC (inc. ICS), EDU, TCB or PHM, please complete F and NOT G.

If you are a member of the faculty of CCPS or LIB, please complete G and NOT F. If applicable, please describe research efforts that support an equitable teaching and learning environment.

II. RESEARCH INSTRUCTIONS

Sections F or G, H, I, J and K of the PAF

“New”
instructions



ST. JOHN'S
UNIVERSITY

III. SERVICE INSTRUCTIONS

L, M and N

L. Sustained Service to the University, School and Departmental or Divisional Committees with their Dates: (if none, so state)

If applicable, please mention any service activities related to community groups, councils, committees and centers whose work reflects the University commitment to an equitable and inclusive teaching and learning environment.

P. Chairperson and Dean Classroom Evaluation

INSTRUCTIONS All applicants should attach these forms to the PAF even if they are also requested.

Observation summaries should include how the faculty member has created an inclusive environment using methods, classroom presentations or student engagement strategies that reflect the University's commitment to an equitable and inclusive teaching environment.

IV. TEACHING INSTRUCTIONS

O, P, Q and R

I. BIOGRAPHICAL INFORMATION

- A. Educational Background/Certifications _____
- B. Teaching Experience _____
- C. Professional Experience _____
- D. Academic Awards and Honors _____
- E. Significant/Distinguished Achievements _____

Starting Page

2019 PAF with FAQ's (not comprehensive)



A. Educational Background/Certifications

(0) College, University, etc.

School	Degree (Diploma)	Field of Concentration	Dates of Attendance or Date of Degree Conferred

(0) Certifications with year/s (if applicable)

Certifications & original date	Recertification required (yes or no)	Dates of recertification (or N/A)	next recertification date (or N/A)

- Enables committee members to see how long between certifications
- CONTINUING EDUCATION CREDITS ARE NOT THE FOCUS OF THIS SECTION
- Clinical Pharmacy Practice faculty members should include residency training program in this section

B. Teaching Experience

(0) List all FULL-TIME teaching experience AT OTHER INSTITUTIONS in reverse chronological order (Librarians should list full-time academic/research library experience):

Other Institution	Title or Academic Rank	Date of Employment (From - To)

(0) List all teaching experience (including promotions) at St. John's University in reverse chronological order. Distinguish Part-Time and Full-Time Employment with (PT) or (FT) after the entry:

School or College	Rank	From - To	Years Served	PT/FT

I. BIOGRAPHICAL INFORMATION: A,B,C,D,E

2019 PAF with FAQ's (not comprehensive)

C. Professional Experience (if none, so state) List your significant and relevant academic and professional experience (other than teaching) in reverse chronological order. Indicate the name of the organization, your title, dates of employment, responsibilities and whether employment was full time or part time.

Name (Organization)	Your Title	Date/s of Employment (from - to)	Responsibilities	PT/FT

* An end date is needed for this section.



D. Academic Awards and Honors (if none, so state): List all academic awards and honors you have received in reverse chronological order.

Title of Award	Date Awarded	Description of Honor

- GENERALLY, this section does not grow much over the course of the PAF.
- Begin with awards received for college-level work.
- A Fulbright/s should be in this section (cross reference it with the lectures or research if needed).
- Faculty Recognition Awards should be in this section.

E. Significant/Distinguished Achievements Write a paragraph about what you consider to be your most distinctive achievement/s (teaching, research and/or service) to the field and/or to the College/University.

- This should be a strategically chosen accomplishment/s in one or all three faculty responsibilities – teaching, research and service. If you choose to highlight all three accomplishments, please limit them to one paragraph each.
- Generally, this section does not build from year to year but it may evolve (slightly or considerably).
- If the accomplishment is large enough you may decide to keep it as is – on unusual case (Nobel Peace Prize).
- Tip: This is a good place to highlight evidence of teaching effectiveness.



TIP: Promotion to full = Emphasis on E: What brings you here now?

II. RESEARCH: "F" or/ "G"



ST. JOHN'S
UNIVERSITY

II. RESEARCH INSTRUCTIONS

Sections F or G, H, I, J and K of the PAF

If you are a member of the faculty of SJC (i.e., ICS), EDU, TCB or PHM, please complete F and NOT G.
If you are a member of the faculty of CCPS or LIB, please complete G and NOT F.

F.

Research Prospectus (to be completed by ALL faculty members in St. John's College of Liberal Arts and Sciences (i.e., ICS),
The School of Education, The Peter J. Tobin College of Business and College of Pharmacy and Health Sciences):

In a brief narrative below, describe your plan to contribute to scholarship, research or creative activity in your discipline.

OR

G.

Plan for Professional Growth (to be completed by ALL faculty members in the Collins College of Professional Studies and
the University Libraries):

In a brief narrative below, describe your plan to achieve professional growth in your discipline.



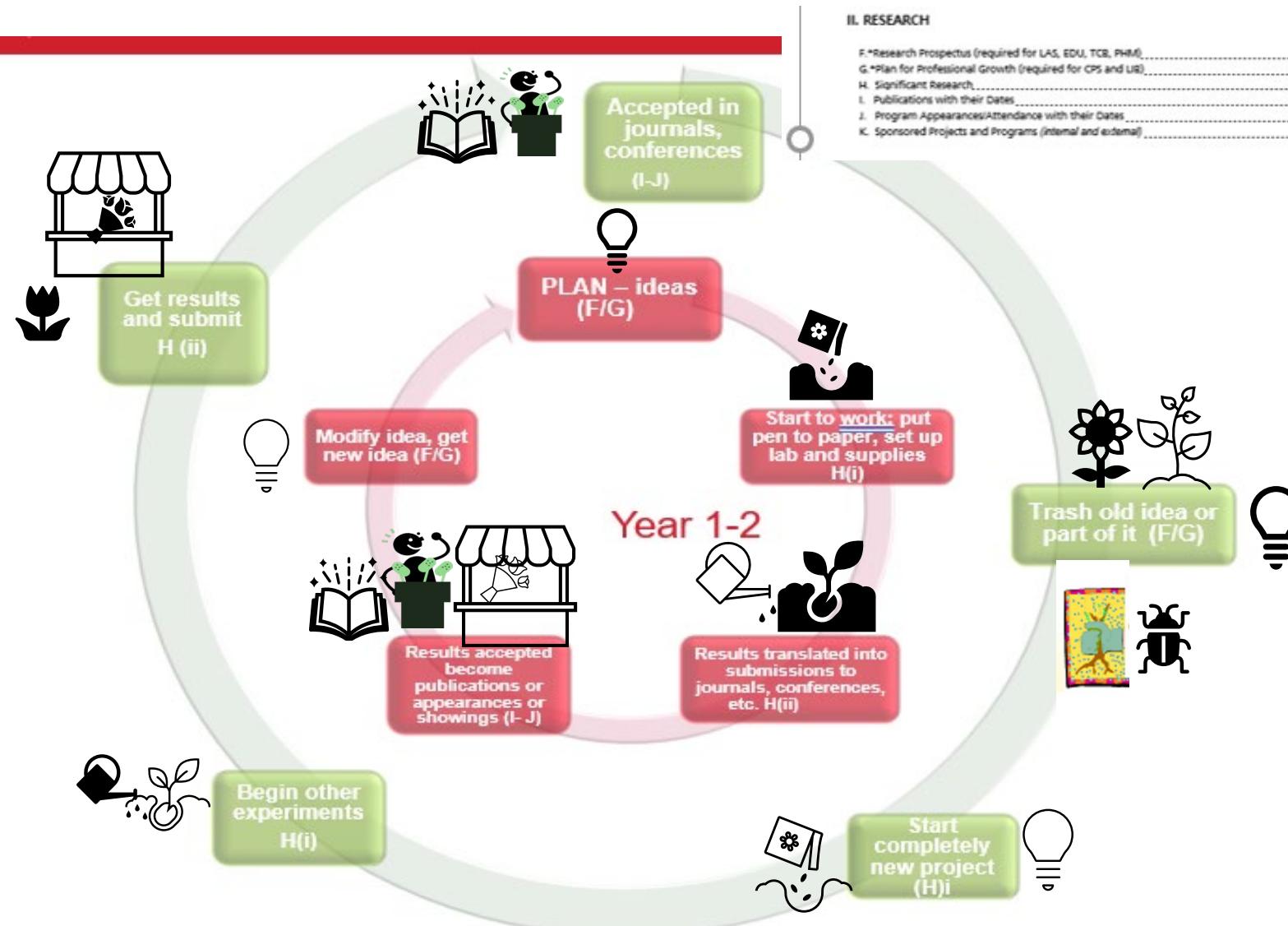
- key word = PLAN It didn't happen yet
- **EVERYONE FILLS OUT EITHER F or G, NEVER BOTH!**
- 2-3 paragraphs at most (narrative)

H (i) (ii) (iii)

H (i) describe
actual/tangible
Research or
projects

- just starting,
- in progress,
- almost ready
for submission

H(ii) chronological
list
What is
submitted but
NOT accepted
YET – you just
haven't heard
either way



I. Publications with their Dates:

1st and 2nd year applicants at the rank of Instructor or Assistant Professor, only fill out if applicable (if none, so state).

KEY: Identifiers	Key: Quality of Publication (more than one designation may be used if needed)
• Your Name: BOLD	• IPR = Internationally Peer Reviewed
• Colleagues (STJ) (STJ) and Italics	• NPR = Nationally Peer Reviewed
• Student UG: Underline <u>UG</u>	• RPR = Regionally Peer Reviewed
• Student (Grad Level): Underline <u>GRAD</u>	• LPR = Locally Peer Reviewed
• Other: So Indicate with ***	• X = Not Peer Reviewed
	• SP = Self Published
	• Online publication (So state)
	• PFP = peer reviewed proceeding
	• FP = full paper published in proceedings
	• AP = abstract/description in proceedings

INSTRUCTIONS - PUBLICATIONS: List in reverse chronological order beginning with this October and working backward to last November all publications or manuscripts accepted for publication within those dates. Using the chart below distinguish your publication as a book (authored, edited), articles (peer-reviewed, invited, etc.), book chapters, proceedings, abstracts, other. In the case of co-investigated or co-authored research or submitted publications, you MUST indicate the identity of the person according to the chart below and each person's percentage of contribution to all work.

- For journal articles, clearly indicate the title, Journal, date (month and year), volume and pagination
- For book(s), include the name of the publisher. List a publication as a book ONLY if it is completely authored, co-authored or edited by you. Sections/chapters must be indicated separately.
- If an article or book has been submitted and accepted but not published, please scan the letter of acceptance on to the end of the PAF or place it in the support material.
- Proceedings and abstracts cross listed in this section must have the appropriate designations from the key above

(i)(a) CURRENT YEAR'S PUBLICATIONS FOR THIS PAF CYCLE (use reverse chronological order starting with this summer and working backwards to last Oct/November)

Title of Publication & Publisher (To the best of your knowledge, use proper bibliographical format for your discipline) , Title of Article/Journal , Book and Publisher , Authors/ Co-Authors + Percent (%) of Contribution , Length of Article (If applicable) , Quality of Publication (Use Key)

(i)(b) Prior years' publications (before this PAF cycle) INSTRUCTIONS: CUT and paste last year's "current" to the top of this section

Title of Publication & Publisher (To the best of your Knowledge, Use proper Bibliographical Format for your Discipline) , Title of Article/Journal , Book and Publisher , Authors /Co-Authors + Percent (%) of Contribution , Length of Article (If applicable) , Quality of Publication (Use Key)

II. RESEARCH: I

What was

- ACTUALLY published by November or,
 - OFFICIALLY accepted
- AT THE TIME YOU SUBMIT THE PAF



- Use the key
- May create subdivisions if needed

First or second year applicants
fill out only if applicable
otherwise put N/A

Years 2-5
Keep building your PAF

FULL Professors
Record what happened SINCE TENURE,
Attach your "old" PAF as evidence

TIP: Promotion to full

II. RESEARCH

- F. Research Prospectus (required for LAS, EDU, TCB, PHM).....
- G. Plan for Professional Growth (required for CPS and LIR).....
- H. Significant Research.....
- I. Publications with their Dates.....
- J. Program Appearances/Attendance with their Dates.....
- K. Sponsored Projects and Programs (internal and external).....

II. RESEARCH: J (i) (ii)



• J (i) ACTIVE ROLE

Recognition of scholarship or Professional contribution as evidenced by presentations

- Invited
- submitted

• J (ii) ATTENDANCE

Attendance at conferences

First or second year applicants fill out only if applicable otherwise put N/A

J. Program Appearances/Attendance with their Dates:

List all program appearances and attendance

- a. List all **program appearances** with pertinent dates. Indicate your role as presenter, discussant, moderator, panelist, session organizer, poster session presenter or other. If necessary use the key below to identify a collaborator as a colleague, faculty member, student or other. List titles of papers presented at each meeting with appropriate bibliographical notation; abstracts, proceedings, etc. [If a paper was later published, it should be cross-listed under publications "J."]
- b. List all conferences attended **without active participation** *in the charts below*.
- c. List appearances for prior years with participation
- d. List attendance for prior years without participation

- Your Name: **BOLD**
- Colleague (STJ): *(STJ) and Ralts*
- Student UG: Underline UG
- Student (Grad Level): Underline GRAD
- Other: So indicate with ***

- Key Roles**
- **R:** Research Paper Presenter
 - **M:** Moderator
 - **S:** Speaker/Panelist
 - **O:** Session Organizer
 - **P:** Poster Session Presenter
 - **E:** Executive Board Member
 - **D:** Discussant or respondent
 - **A:** Paper presented by colleague in your absence

(i) THIS PAF: CONFERENCE/PROGRAM APPEARANCES with participation (reverse chronological orders starting this October and working backwards to last November)

Date(s) of Conference, Name of Program or Conference (Include Location) & Title of Paper Presented (If Applicable), Category (Local, Regional, National, International, etc.), Role (See Key)

EXAMPLE:

July 20-22, 2009. International Conference of Science. S.A.D. and R.N.A. International, A.

(ii) THIS PAF: CONFERENCE/PROGRAMS attended without active participation

Date(s) of Conference, Name of Program or Conference, Status (Local, Regional, National, International, etc.)

+

- Use the key (a lot of options)

- Separate this year from prior years using reverse chronological order

- CROSS REFERENCE

II. RESEARCH

- F. Research Prospectus (required for LAS, EDU, TCB, PHM).....
- G. Plan for Professional Growth (required for CPS and LIR).....
- H. Significant Research.....
- I. Publications with their Dates.....
- J. Program Appearances/Attendance with their Dates.....
- K. Sponsored Projects and Programs (internal and external).....

II. RESEARCH: K

2019 PAF with FAQ's (not comprehensive)

K. Sponsored Projects and Programs:

Specify any grants applications. Include all relevant information such as **project title**, **award (dollar amount)**, **name of funding source**, meaning Is it **internally (SJU)** or **externally funded**, **status of the grant** (P-Pending F-funded- UF Unfunded) and the **award period of funded grant**. If necessary, use the key below to identify any collaborators and include percent contribution. Please use Reverse chronological order from date of submission.

Your Name: BOLD
Colleague (SJU): (SJU) and Italics
Student UG: Underline UG
Student (Grad Level): Underline GRAD
Other: So Indicate with ***

Title of Grant Application (Include date submitted) – if not the sole author, enumerate all collaborators here and define each person's percent (%) contribution **g** \$USD Amount (with number of years) **g** Internal (SJU) or Name of the Source of Funding **g**
Status (P-Pending; F-Funded; UF-Unfunded) g Award Period

- List all grants for which you applied: funded or unfunded.
- Include the period of the grant award **(yrs)**
- Follow up to existing evidence permitted (if possible w/ documentation in T)
- Please clearly delineate if the grant is internal or external

Dependent on discipline

- List all grants for which you applied: funded or unfunded.
- If funded include the \$ amount.
- Include the period of the grant award (yrs.)
- State whether the grant is internal or external
- Follow up to existing evidence permitted (if possible w/ documentation in T)

Important: USE the KEYS to assist the READER

<p>KEY: Identifiers</p> <ul style="list-style-type: none"> ▪ Your Name: BOLD ▪ Colleague (STJ): <i>(STJ)</i> and <i>Italics</i> ▪ Student UG: Underline <u>UG</u> ▪ Student (Grad. Level): Underline <u>GRAD</u> ▪ Other: So Indicate with *** 	<p>Key: Quality of Publication (more than one designation may be used if needed)</p> <ul style="list-style-type: none"> ▪ IPR – Internationally Peer Reviewed ▪ NPF – Nationally Peer Reviewed ▪ RPR – Regionally Peer Reviewed ▪ LPR – Locally Peer Reviewed ▪ X – Not Peer Reviewed ▪ SP – Self Published ▪ Online publication (So state) ▪ PFP – peer reviewed proceeding ▪ FP – full paper published in proceedings ▪ AP – abstract/description in proceedings 	<p>Key: Roles</p> <ul style="list-style-type: none"> ▪ <i>R:</i> Research Paper Presenter ▪ <i>M:</i> Moderator ▪ <i>S:</i> Speaker/Panelist ▪ <i>O:</i> Session Organizer ▪ <i>P:</i> Poster Session Presenter ▪ <i>E:</i> Executive Board Member ▪ <i>D:</i> Discussant or respondent ▪ <i>A:</i> Paper presented by colleague in your absence
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And distinguish the CURRENT & PRIOR YEARS

CURRENT YEAR

Approximately one year's worth of information October/November 2022– November 2023

Reverse chronological order

- October 2023
- July 2023
- March 2023
- December 2022

PRIOR YEARS

2021-2022
LAST YEAR'S "CURRENT YEAR" – cut and paste here

OR

2022
LAST YEAR'S "CURRENT YEAR" – cut and paste here

2020-2021
2019-2020

2021
2020
2019



III. SERVICE

- L. Sustained Service to the University, School and Departmental/Divisional Committees.....
- M. Membership in Professional Societies.....
- N. Other Relevant Activities.....

L : (i) , (ii) , (iii)

L (i)

- some items can be placed in the Teaching Portfolio and listed here.
- Cross Reference

L(ii) if it is redundant you should not include it – looks PADDED.

**L (iii) ICS FACULTY ONLY –
Everyone else please delete**



L. Sustained Service to the University, School and Departmental or Divisional Committees with their Dates: (if none, so state)

Key Roles	Description (use more than one if needed)
<input checked="" type="checkbox"/> Department/Division Level	COM: Committee Activity
<input checked="" type="checkbox"/> School/College Level	ADM: Administrative Assignment
<input checked="" type="checkbox"/> University Level	ACAD: Academic Assignment

L(i) THIS PAP: SUSTAINED Service (List in reverse chronological order (starting this October and working backwards to last November) your service on Department/Division, School and University committees (give names of committees and dates of service). Include administrative assignments that you have had at St. John's, using the chart above to categorize each activity.

Committee (name in full) , Level (See Key) , Description (see key), Dates of Service (From: mmddyy ; To: mmddyy) , Indicate Special Position (if applicable)

- General Rule: If you have NOT received a stipend for a sustained activity it belongs in "Service". If you DID receive a stipend, it belongs in "Other" (there are exceptions)
- Examples of Items for Service
 - Master-for-student-thesis-(moved into teaching section)
 - Member-of-a-doctoral-committee-(moved into teaching section)
 - Faculty-Mastership-(moved into teaching section)
 - Spearheading initiatives related to the plans of the College or University. Elaborate with a description if you deem it necessary.
 - SAFE Zone project
 - Member of the PAB
 - Member of the University Senate
 - Middle States committee service
- It may be possible to Cross-Reference Degree Programs you have founded in "Teaching"
- Items that should **NOT** be included in Service
 - Attendance of Convocations
 - Attendance of Graduation
 - Attendance at Open Houses ("N.B.: UNLESS **CONSIDERABLE WORK IS DONE** in a PROMINENT ROLE **See Elaborate**)
 - Attendance at Department meetings

L (ii) Prior Years' PAF: Sustained Service INSTRUCTIONS: **CUT AND PASTE** last year's "current" to the top of this section

Committee (name in full) , Level (See Key) , Description (see key), Dates of Service (From: mmddyy ; To: mmddyy) , Indicate Special Position (if applicable)

III. SERVICE:
L, M,N

2019 PAF with FAQ's (not comprehensive)

L (iii) Workshop/ Seminars Conducted For Faculty Colleagues
Only SJCS-ICS faculty may choose to complete this section all others may delete this from their final PAF

List, in reverse chronological order specialty workshops and seminars devoted to the core specialty for faculty of schools and colleges of the University. Use the chart below to categorize your involvement in each activity.

Key Roles
<input checked="" type="checkbox"/> Report Presenter
<input checked="" type="checkbox"/> Moderator
<input checked="" type="checkbox"/> Session Chair
<input checked="" type="checkbox"/> Session Organizer
<input checked="" type="checkbox"/> Discussant or respondent
<input checked="" type="checkbox"/> Report presented by colleague in your absence

This section is to be filled out ONLY by members of SJCS-ICS who need to meet this statutory requirement. All others may erase it from the PAF or put N/A next to it

L (iii) a) THIS PAP: CURRENT CORE SPECIALTY WORKSHOPS/SEMINARS with participation
(reverse chronological orders starting this November and working backwards to last Oct./November).

Dates of Workshop/Seminar, Name of Workshop/Seminar, Title of Report Presented (If Applicable), Role (See Key)

L (iii) b) THIS PAP: CURRENT CORE SPECIALTY WORKSHOPS/SEMINARS attended without active participation

Dates of Workshop/Seminar, Name of Workshop/Seminar,

L (iii) c) Prior year's Workshops/Seminars attendance with active participation **CUT AND PASTE** last year's "current" to the top of this section

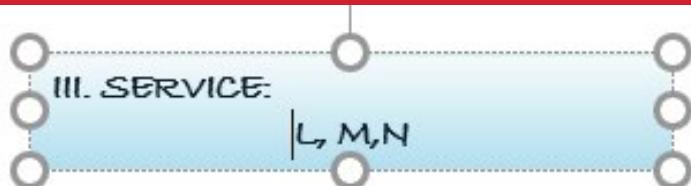
Dates of Workshop/Seminar, Name of Workshop/Seminar, Title of Report Presented (If Applicable), Role (See Key)

L (iii) d) Prior year's Workshops/Seminars attendance without active participation **CUT AND PASTE** last year's "current" to the top of this section

Dates of Workshop/Seminar, Name of Workshop/Seminar,

III. SERVICE

- L. Sustained Service to the University, School and Departmental/Divisional Committees.....
M. Membership in Professional Societies.....
N. Other Relevant Activities.....



2019 PAF with FAQ's (not comprehensive)

M. Membership in Professional Societies (if none, so state).

- (I) List the following in reverse chronological order through the present day. Include any position held in these organizations with dates.

Professional Association / Society (Full Title) ; Category (Local, Regional, National, International, etc.) ; Dates of Membership
(From – To) ; Indicate any special position (if applicable : From – To)

- Not specific to SJU

(II) Listings in biographic publications. Use reverse chronological order.

N. Other Relevant Activities (if none, so state).

List any other activities below that you consider relevant or of importance which were not covered in the above categories.

Sub-headings should be created under any title of your choosing. Please use reverse chronological order within any grouped listings. Feel free to include a brief description of what certain items in "Other" entailed.

- *Caution: Avoid the appearance of "Padding".
- Edited Publications
- Media Appearances
- External Consulting of an academic or professional nature
- Testifying before a Governing Body, or as an Expert (may be cross-referenced under "Significant Achievements")
- Consulting on sensitive matters of National Security or government decision-making
- Peer Reviewer of distinguished Academic Journal(s)
- Panel Reviewer of a Grant Agency
- Book Reviewer
- Editor of INTERNAL peer reviewed journal



For M:

List or a grid

- Pattern of scholarly growth
- offices held

For N

Items that are helpful to your statutory requirements but didn't have their own section on the PAF

- Doesn't fit in sustained service
- Something specific to your discipline (highlight it with section E)
- To establish the reputation of a FULL Professor

NOT A THROWAWAY - IT IS IMPORTANT

TIP: Promotion to full

IV. TEACHING

O. Courses Taught
 P. Teaching Evaluations
 Q. Chairperson's Summary of Course Evaluations
 R. Teaching Portfolio

attach separately to PORTAL
 attach separately to PORTAL
 attach separately to PORTAL



ST. JOHN'S
UNIVERSITY

IV. TEACHING INSTRUCTIONS

O, P, Q and R

Note: All full-time faculty hired after 2007-2008 must maintain a current teaching portfolio that is updated annually and therefore MUST complete "R". All other applicants may choose to do a Portfolio, but it is not required.

A note about teaching

- Candidates are responsible for acquiring the appropriate documentation to demonstrate to their colleagues to decide there is a history of solid teaching as well as:
 - Consider what goes in the support material
 - Other forms of engagement
 - A reflective analysis
 - Consider a teaching portfolio (even if it is not mandatory)
- Chairpersons/Deans must provide guidance
 - Utilize narratives
 - Follow up plans



O. Courses Taught

INSTRUCTIONS All applicants will complete O regardless of whether or not they are creating a teaching portfolio.

(I) Write one paragraph about your teaching.

- Write more if you do not have a teaching portfolio. Back it up with "evidence" in the support material if possible
- Academic Service Learning and Learning communities can be mentioned here with a cross-reference in Service (to University Initiatives)

(II) List courses taught over a two-year period by title. Please separate by semester. If applicable, indicate how many sections were taught, whether it was a new course or new preparation and if it was graduate or undergraduate. Indicate which, if any, courses were not taught at St. John's.

Semester (ex. Fall 2010)	Course Title and Number	# of Credits	New Prep. (Y/N)	New Course (Y/N)	UG or GR	# of students	Institution where Course was Taught (if not SJU)

CHECK
CHART

IV. TEACHING

O, P, Q, R

NOTE: Years 3-5

The grid was relabeled for better clarity
REPLACE THE OLD GRID WITH THIS ONE

IV. TEACHING

O. Courses Taught attach separately to PORTAL
 P. Teaching Evaluations attach separately to PORTAL
 Q. Chairperson's Summary of Course Evaluations attach separately to PORTAL
 R. Teaching Portfolio attach separately to PORTAL



IV. TEACHING

O, P, Q, R

P. Chairperson and Dean Classroom Evaluation

INSTRUCTIONS All applicants should attach these forms to the PAF even if they are also placing them in the teaching portfolio

- (i) Current year only of THE DEPARTMENTAL/DIVISIONAL Classroom evaluation **attach to PORTAL** (PREVIOUS EVALUATION FORMS CAN BE INCLUDED IN THE SUPPORT MATERIALS if you so choose)
- (ii) Current year only of THE DEAN'S classroom evaluation form **attach to PORTAL**, (PREVIOUS EVALUATION FORMS CAN BE INCLUDED IN THE SUPPORT MATERIALS if you so choose)

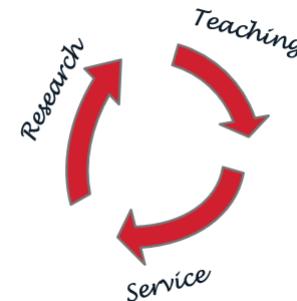
Q. Chairperson Summary of Course Evaluations

INSTRUCTIONS All applicants should attach these forms to the PAF even if they are also placing them in the teaching portfolio

CHAIRPERSON'S SUMMARY, comments and recommendations as well as your responses **attach to PORTAL**. *Please note that this does not apply to first-year faculty in all ranks.*

All 3 Components of Scholarship
 Service, Research & Teaching, CAN
 overlap on occasion.

The solution is to CROSS
REFERENCE them, with CARE.



IV. TEACHING

O,P,Q,R

R.TEACHING PORTFOLIO – Submit as a separate pdf to the Portal



- The ONLY 4 required elements
- Attach separately to the Portal

"All full-time faculty hired after 2007-2008 must maintain a current teaching portfolio that is updated annually. The teaching portfolio will include the following items:

- (i) A brief narrative statement by the faculty member with appendices that provide support for the claims made in the narrative. The teaching narrative should be used to address teaching philosophy and a description of the evolution of the faculty member's teaching.
- (ii) A dossier of materials, such as course outlines, syllabus, reading lists and sample corrected work.
- (iii) A description of teaching improvement activities.
- (iv) Student evaluations:

Required chairperson summary data information regarding student evaluations (**if attached to Portal there is no need to duplicate here**)

Optional: Supplemental material for student evaluations can include – full evaluation data, reflections on evaluations and student correspondence.

- a. Only FT faculty member hired after 2007-2008 must complete a Teaching Portfolio. All others may choose.
- b. Standard submission of the Teaching Portfolio is electronic. It can be submitted to the Portal as a separate document. Other forms of submission are accepted such as a CD Rom or physical binder of materials. Place these items in the physical Support Materials Box and state the location on the index of support materials.
- c. The teaching portfolio is NOT part of the three signed hardcopies of the PAF that goes to the Chairperson. It is a separate document located (preferably) on the Portal.

- **On or before Friday, October 25, 2024.** Applicants must meet with Chairpersons to review the personnel action form and all supporting documents to ensure it will be ready by the deadline for submission. *Chairpersons will be required to certify that they have met with the candidate, read and reviewed the application and provided guidance at the end of the PAF.* To help make this conversation meaningful, the Chairperson and Dean should provide the faculty member with their classroom evaluation by **Friday, October 18, 2024 or soon thereafter, but not later than Friday, October 25th.**

S. Certifications

a) Candidate Certification:

Certification:

I affirm and declare the following:

1. *I am the person whose name was entered on the Cover Page of this form.*
2. *The statements made on this application are true and correct.*
3. *I have not knowingly and/or willfully made false statements on this application.*

Signature

Date

b) Chairperson Certification

I certify that I have met with the candidate, read and reviewed the application, and provided guidance with respect to this PAF.

Signature

Date

T. Index

Index of Support Material

Attach an index of the support material you are providing to the end of this PAF. Actual support material should be completely in electronic format.

UPLOADING TO INTERFOLIO (PORTAL)

- <https://signon.stjohns.edu/>



Office 365 Mail



Office 365 Office Portal



Canvas LMS



Connect



Atrium - StudentLink



Student Health Services & Wellness



Student Advising Report



UIS



givepulse



PAF



Study Abroad



International Student Services



Cybersecurity Training



Employee Benefits Portal



LinkedIn Learning

- Follow the directions e-mailed (to all Chairpersons)
- SEEK assistance from IT- don't wait until the last minute

A PEEK AT THE PORTAL

- ▼ Committee Documents** + Add File 
- ▼ PAF Form**  + Add File

This is the PAF Form that should be in a PDF format prior to submission.
- ▼ Chairperson's Classroom Evaluation**  + Add File

If the Chairperson has not submitted evaluation, please contact your college liaison.
- ▼ Dean's Classroom Evaluation**  + Add File

This is required. However, if the Dean has not given this to you, please contact your college liaison.
- ▼ Teaching Portfolio**  + Add File

Please submit a PDF of your Teaching Portfolio. If you need assistance, please visit the Provost's home page.
- ▼ Support Materials**  + Add File



PROMOTION TO FULL: CONFIDENTIAL LETTERS & WEDNESDAY'S IN THE WINTER

Confidential Letters

- Dean must send letters and material
- Consultation with the P&B to secure names of referees to yield 3-6 letters
- You will not know who responded/ who couldn't
- You will not see the letters
- The letters may not be discussed while you are making your personal appearance at any level of the process (while you are in the room)

Wednesday's in the winter months - Sometimes it snows – it is OK

- UPC meets every Wednesday end of Jan- April
- Tenure actions may begin late February or early March, FULL professor actions go last
- If you teach on Wednesdays we will try to avoid scheduling you during class time
- If you will be away any Wednesdays - IT IS OK – just tell me ASAP (LIKE NOW!)
- If your presenter is going to be away - IT IS OK – just tell me ASAP (LIKE NOW!)



Classroom Evaluations

EVERYONE

"it is IMPERATIVE that Chairpersons and Deans complete classroom evaluations and relay results to the" faculty member **before October 20, 2023**

BUT WHAT IF THEY CAN'T/DON'T...

Confidential Letters

PROMOTION TO FULL:

How do I know if my confidential letters are in.....

IF YOU HAVEN'T HEARD ANYTHING...

Where do I start?

1st years

Download the form,

Download the PAF with FAQ's

Years 2-5

PAF with FAQ's

Move items in the 2022-23 into "past years"

Promotion to Full

Download Form and PAF with FAQ's

Find "old" PAF