



ST. JOHN'S
UNIVERSITY

Preparing your PAF TENURE

September 2024

OBJECTIVES

- Reappointment Action statutes versus Tenure Action statutes
- Where is your focus in a tenure action?
- Overview of the personal appearance at the committees

JAN - APR 2025

University Personnel Committee
20 members ; 10 administrators,
10 elected faculty
(Every Wednesday)

May 2025
PRESIDENT

DECEMBER 2024

CPC = College Personnel Committee

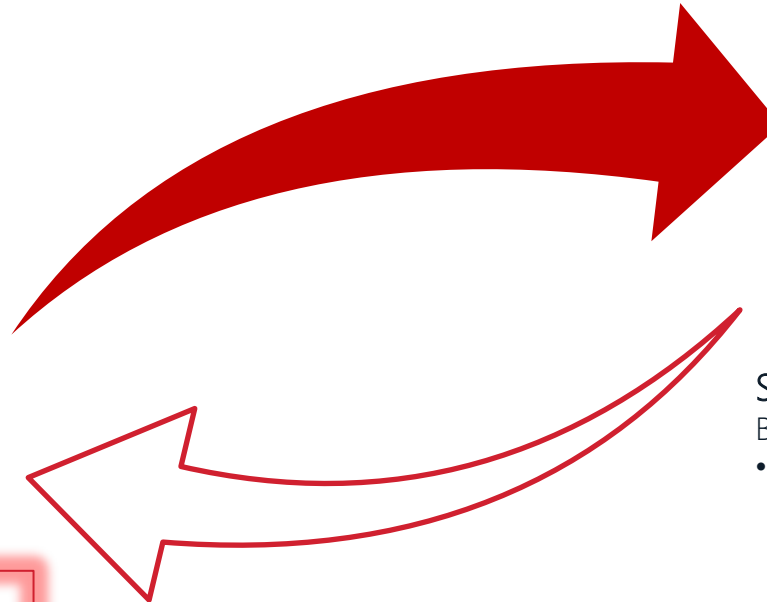
Chairperson – Dean of the College/School

NOVEMBER 2024

P & B = Department/Division Committee

Chairperson – Chair of the Department/Division

PAF DUE November 1



START

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

Summer 2024

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

7.08 Assistant Professor - General

- 7.09 Assistant Clinical Professor, SJC Psychology
- 7.10 Assistant Professor, CPS
- 7.11 Assistant Professor, TCB
- 7.12 Assistant Clinical Professor, PHM
- 7.13 Assistant Clinical Professor SOE
- 7.14 Assistant Professor, Prof. Library Faculty
- 7.30 Assistant Professor, Industry Professional, CPS
- 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
- 7.17 Associate Professor, CPS
- 7.18 Associate Professor, TCB
- 7.19 Associate Clinical Professor, PHM
- 7.20 Associate Clinical Professor SOE
- 7.14 Associate Professor, Prof. Library Faculty
- 7.31 Associate Professor, Industry Professional, CPS
- 7.40 Associate Professor, Industry Professional, PHM
- 7.44 Associate Professor, Institute for Core Studies

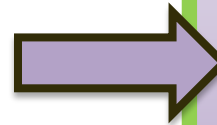
Article 9 : Definitions and Eligibility for Tenure

9.01 and 9.02 = General + Associate Professor

**All along you have been
using the same form –
continue to do so but
remember**

...

**STATUTORY
REQUIREMENTS FOR
TENURE
ARE DIFFERENT THAN
THOSE
FOR REAPPOINTMENT**





ST. JOHN'S
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**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 _____

**Nothing new on this page,
but you change NATURE
OF ACTION**



PAGE 2: PERSONNEL ACTION FORM

TABLE OF CONTENTS

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

I. BIOGRAPHICAL INFORMATION Starting Page

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

I. BIOGRAPHICAL INFORMATION:

A,B,C,D,E

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)

New instructions

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

III. SERVICE

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

III. Service: L, M, N

IV. TEACHING

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

IV. Teaching, O, P, Q, R

CERTIFICATION & SUPPORT MATERIAL

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

Once document is complete NUMBER the pages

* If you are a member of the faculty of SJC (inc. JCS), 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.



ST. JOHN'S
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II. RESEARCH INSTRUCTIONS

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

“New”
instructions

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.



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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 placing ~~Q, P, Q and R~~ teaching portfolios.

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

IV. TEACHING INSTRUCTIONS

2018 PAF with FAQ's (not comprehensive)



I. BIOGRAPHICAL INFORMATION

The tables below will help you organize the material requested in the Table of Contents.

A. Educational Background/Certifications

(i) College, University, etc.

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

(ii) Certifications with years (if applicable)


Certification/s & original date	Recertification required (yes or no)	Date/s 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 pharmacy faculty members should include residency training program in this section

B. Teaching Experience

(i) List all FULL-TIME teaching experience AT OTHER INSTITUTIONS in reverse chronological order (Librarians

Nothing new on this section, but you WILL need to rework section E



From (Year)	To (Year)	Years Served	PT/FT

2018 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	FT/ PT

- 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 achievements (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 – an unusual case (Nobel Peace Prize).
- Tip: This is a good place to highlight evidence of teaching effectiveness.

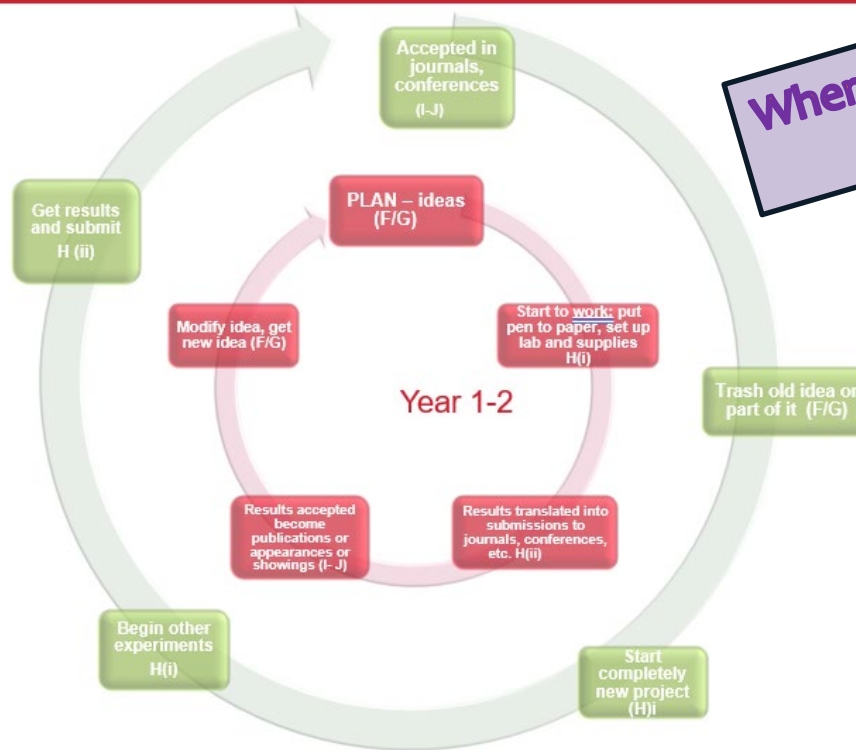
II. RESEARCH: a continuous CYCLE: F/G, H, I, J, K

II. RESEARCH

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

Nothing new
But...

Where is your emphasis
this year?



II. RESEARCH:

F/G, H, I, J, K

**DON'T FORGET
F/G and H**

**still very important
BECAUSE PLANS
SHOULDN'T STOP AT
TENURE**

II. Research Instructions (Sections F or G, H, I, J and K)

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

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

G. ***Plan for Professional Growth** (to be completed by ALL faculty members in the College of Professional Studies and the University Library):

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

H. Significant Research (a.k.a. pipeline)

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

(i) Describe below in narrative form your significant research, indicating dates where possible.

(ii) List articles and/or books submitted **but not yet accepted for publication (your "pipeline")**, in reverse chronological order and include copies of same as part of your support material. 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.

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

Key: Quality of Publication

- *IPR* = Internationally Peer Reviewed
- *NPR* = Nationally Peer Reviewed
- *RPR* = Regionally Peer Reviewed
- *LPR* = Locally Peer Reviewed
- *X* = Not Peer Reviewed

Date Submitted, Title of Article/Journal, Book and Publisher (Use proper bibliographical format for your discipline), Length of Article, Authors / Co-Authors + Percent (%) of Contribution, Quality of Publication (Use Key)

(iii) Indicate the title of your doctoral dissertation, where applicable.

11. RESEARCH - F/G, H, I, J, K

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)
<ul style="list-style-type: none"> Your Name: BOLD Colleague (STJ): (STJ) and <i>italics</i> Student US: Underline <u>US</u> Student (Grad Level): Underline <u>GRAD</u> Other: So indicate with *** 	<ul style="list-style-type: none"> IPR = Internationally Peer Reviewed NPR = Nationally Peer Reviewed RPR = Regionally Peer Reviewed LPR = Locally Peer Reviewed X = Not Peer Reviewed SP = Self Published Online publication (So state) PPF = 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 November 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

(i)(b) PRIOR YEAR'S PUBLICATIONS (before 2016-2017 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)

Nothing new on form

FOCUS is on the **WHOLE BODY OF WORK**

Are **PRIOR YEAR'S** clearly noted? Easy to read?

III. SERVICE:

L, M, N

(i) (ii) Sustained Service

III. SERVICE

L. Sustained Service to the University, School and Departmental/Divisional Committees.....

M. Membership in Professional Societies.....

N. Other Relevant Activities|.....

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 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 outside the university

NOT A THROWAWAY - IT IS IMPORTANT

IV. TEACHING

O, P, Q, R

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.**

Nothing new on form, but if you

(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 2020, Spring 2021)	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)

IF YOU HAVEN'T DONE SO YET,,,, REPLACE THE OLD GRID WITH THIS ONE



IV. TEACHING

- O. Courses Taught.....
- 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

- (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)

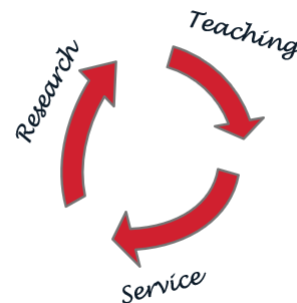
Q. Chairperson Summary of Course Evaluations

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.



• **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.



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)
- If you haven't done this yet, go directly to your Dean to discuss

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, 2024**

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

Confidential Letters

TENURE & PROMOTION TO FULL:

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

IF YOU HAVEN'T HEARD ANYTHING...





RELAX – YOU GOT THIS!!!

