Instructions

1. See the Instructor Promotion Procedures posted on the Muma College's website for eligibility for promotion and the process for applying.
2. Complete only those sections of the application that are relevant to your assignment.
3. The timeline for the application is as follows:
    *   The applicant should inform the department chair in September of the academic year in which the instructor is making application of his/her intent to apply. The department chair must notify the associate dean for academic affairs.
    *   The completed application should be submitted to the department by the last day of February in the academic year in which the instructor is making application.
    *   The department chair/committee (depending on the department's procedure) is to submit the recommendation to the dean's office by the third Friday in March.
    *   The college committee will make its recommendation to the dean by first Friday in April.

COLLEGE OF BUSINESS
INSTRUCTOR PROMOTION APPLICATION

ACADEMIC YEAR 2016-17 for Implementation Fall 2017

SUBMIT ONE ORGINAL APPLICATION

NAME: _____

TITLE: _____

DEPARTMENT: _____

CHAIR/DIRECTOR: _____

COLLEGE: _____

DEAN: _____

I am seeking Instructor II status: _____

I am seeking Instructor III status: _____

_____   _____

Applicant's Signature   Date

II.   GENERAL DATA

Initial Date of USF
Employment: Initial Rank

Present Rank (eff. date):   Years <u>Completed</u> in
                                                              Rank at USF

<u>Education:</u>

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

<u>Other Education</u> **(institutes, short courses, etc.):**

III.   ASSIGNED DUTIES OF CANDIDATE *(To be completed by Candidate)*

Assigned duties normally consist of teaching, research/creative activity, and service. However, some applicants may have been assigned additional duties. All assigned duties during the period since the last promotion should be provided as indicated below.

If the assignments reflect extraordinary or unusual circumstances, the Department Chair or other appropriate administrative officer should append a brief explanatory narrative for benefit of the reviewers.

IV.   TEACHING

A**.** <u>GOALS & ACCOMPLISHMENTS</u> **(Provide a concise narrative describing your goals and accomplishments in the area of teaching. Please attach additional sheets if necessary.)**

B. <u>COURSES TAUGHT</u> **(List & 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 USF, <u>but list each only one time.</u>

   Notes:
   Please list courses taught in the past **<u>five</u>** years or since last promotion award, whichever is the more recent.

C.   TEACHING AWARDS, DISTINCTIONS **(List all awards, distinctions, etc. and year received.)**

      1.   Teaching Awards and Other Recognition:

      2.   Textbooks Published:

      3.   New Courses Developed:

      4.   Collaborative Efforts With Colleagues to Improve Teaching:

      5.   Scholarly Papers Published on Teaching in Your Field (items entered here should not also be listed in the research section):

      6.   Innovative Methods (please describe how this method is innovative in your field):

      7.   Training Grants: describe the training grant and the impact it has had on the instruction or professional development. Training grants may be listed in the teaching category even though they are reported as research for purposes of Assigned Faculty Duties and in the FAIR system (but, do not list here and on Page 26 Section V.E.). The Department Chair should include an explanation in Item III of this application packet (page 4) to describe the difference in assigned faculty duties for purposes of tenure and/or promotion consideration.

      8.   Other:

D.   HONOR'S THESIS COMMITTEES

List including:

- names of students
- dates of service
- if Thesis Director

F. STUDENT EVALUATION OF TEACHING

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

Please use the table provided through the links below to report for <u>each course</u> taught**. *<u>If data are incomplete or missing, please provide explanation</u>.* Note: If your program/college/campus has developed a similar format that better fits your situation, please feel free to use it.**

Excel Table (can be filled in on-line, printed and inserted into document)

- The table is set up to capture by course level a review of the candidate's mean scores on the 8-question standardized USF 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.

- **A summary narrative by the chair or members of the faculty review committee must be provided (number all pages used as 10a). This summary should contain, but need not be limited to, comments regarding:**
    - Professional development in the area of teaching;
    - Information on levels and types of courses routinely taught (graduate vs. undergraduate, large vs. small sections, on-line courses, etc.);
    - Evaluation scores (ranges, comparison to departmental norms, trends, differences among courses taught, etc.);
    - Peer evaluation (if conducted);
    - The essence of comments from student evaluations. If the candidate, department, or the college wants to attach the comments in their entirety, they can do so in the supplemental materials. However, some commentary that distills these comments is still required as part of the narrative.

Please provide data for the past <u>five</u> years or since the last promotion/tenure award, whichever is the more recent.

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

Print Name of Department Chair/Director	Signature	Date

V.   RESEARCH AND CREATIVE ACTIVITY – please list any activity as indicated below. The chair should provide a brief quality assessment of any research or creative activities.

A. PUBLICATIONS (within the last 5 years or since last promotion)

1.   Books

a. Scholarly Books Published:

b. Scholarly Books Accepted for Publication (attach a copy of the letter of acceptance from publisher):

c. Scholarly Books Submitted for Review (attach a copy of your transmittal letter to publisher):

2.   Textbooks

a. Textbooks Published:

b. Textbooks Accepted for Publication (attach a copy of the letter of acceptance from publisher):

c. Textbooks Submitted for Review (attach a copy of your transmittal letter to publisher):

3.   Chapters or Segments of Books

a. Chapters/Segments of Books Published:

b. Chapters/Segments of Books Accepted for Publication (attach a copy of the letter of acceptance from publisher):

c. Chapters/Segments of Books Submitted for Review (attach a copy of your letter of transmittal to publisher):

4.   Refereed Articles **(List, beginning with the most recent. Be certain to underline your name for all articles for which you are senior author**)

a. Refereed Articles Published:

b.   Refereed Articles Accepted for Publication (attach copy of the letter of acceptance from publisher):

c.   Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

5. Non-Refereed Articles **(List, beginning with the most recent. Be certain to underline your name for those articles for which you are senior author).**

   a. Non-Refereed Articles Published:

   b. Non-Refereed Articles Accepted for Publication (attach a copy of the letter of acceptance from publisher):

   c. Non-Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

6. Technical Reports (**List, beginning with the most recent. Be certain to underline your name for those reports for which you are senior author):**

7. Book Reviews Published **(List, beginning with the most recent):**

8. Other Research and Creative Activities **(List, beginning with the most recent. Be certain to underline your name for those activities for which you were senior author or lead member):**

B. GRANTS AND CONTRACTS

1. List grants and contracts that you have directed as principal investigator, director, co-principal investigator, and/or other significant role (e.g., Co-Investigator, Evaluator, Other major role) during the last five years. **Begin with the most recent and include:**

   - principal investigator, director, and all co-principal investigators on grants & contracts; if multiple investigators, specify the relative contribution you made to the grant/contract
   - title
   - agency
   - purpose of research
   - training
   - total amount funded
   - candidate's share of amount funded
   - dates
   - specify if grant was refereed

2. List grants that are currently under review. **Begin with the most recent and include:**

   - principal investigator, director, and/or co-principal investigators on grants & contracts
   - title
   - agency
   - purpose of research
   - training
   - disposition of application

3. List grants you have <u>applied for but were not selected</u> during the last five years. **Begin with the most recent and include:**

- principal investigator, director, and/or co-principal investigators on grants & contracts
- title
- agency
- purpose of research
- training
- disposition of application

F. <u>PRESENTATION OF PAPERS / MAJOR SPEECHES</u>

(List, beginning with the most recent, in each category. Indicate in each listing if you were "invited" to present or speak. Be certain to underline your name for those papers or presentations for which you are senior author or lead member. Include all since your original USF appointment, or since your last promotion at USF, whichever is the more recent.)

1.   Papers Presented at Professional Conventions (**Please indicate if refereed**)

- <u>International</u>

- <u>National</u>

- <u>Regional</u>

- <u>Local</u>

2.   Major Speeches

- <u>International</u>

- <u>National</u>

- <u>Regional</u>

- <u>Local</u>

VI.   SERVICE

A. <u>SERVICE TO THE UNIVERSITY</u>

Please list service to the University during the past five years.

List including:

- description of your involvement in and contributions to university, college, department, SUS councils or committees
- dates of service
- if <u>chairperson</u>

B. <u>SERVICE TO YOUR PROFESSION</u>

- List <u>offices</u> held in national, regional, local organizations associated with your professional field; indicate dates of service

- List professional organizations to which you currently belong

- Other professional service rendered, e.g., editorships, service on editorial boards of scholarly journals, review panels, accreditation teams

C. <u>SERVICE TO THE COMMUNITY</u>

- List community committee councils, boards, etc., on which you have served or other public service activities. Include dates of service.

D. <u>OTHER SERVICE ACTIVITY</u>

- List including dates of service

VII.   EVALUATIONS BY DEPARTMENT, COLLEGE COMMITTEE, AND DEAN

Please attach copies of candidate's annual evaluations for the <u>last five year</u>s. Annual evaluations should include the standard University rating form and all evaluative narratives.

> ***Guidelines for Evaluations*:**
> - **Behind this page, each reviewing body should append a brief narrative to support the evaluation.**
> - **Each narrative should include the rationale for a 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 or joint review committee, campus academic officer, college dean).**

UNIVERSITY OF SOUTH FLORIDA
INSTRUCTOR CAREER PATH RECOMMENDATIONS
FORM FOR SUBMISSION TO THE OFFICE OF THE PROVOST

ACADEMIC YEAR 2016/17 for IMPLEMENTATION IN FALL 2017

APPLICANT INFORMATION

APPLICANT NAME: _____

COLLEGE: _____

DEAN: _____

DEPARTMENT: _____

CHAIR: _____

Initial Date of USF Employment:

Years in Rank as a Full-time Instructor:

Application is for:

_____ Promotion to Level 2 Instructor

_____ Promotion to Level 3 Instructor

RECOMMENDATIONS

Department Committee (if applicable)

_____The Committee's recommendation is to APPROVE advancement to the level requested.

_____The Committee's recommendation is to DENY advancement to the level requested.

Committee Chair: _____ Signature: _____ Date:_____

Department Chair

_____My recommendation is to APPROVE advancement to the level requested.

_____My recommendation is to DENY advancement to the level requested.

Name: _____ Signature: _____ Date:_____

College Dean

_____My recommendation is to APPROVE advancement to the level requested.

_____My recommendation is to DENY advancement to the level requested.

Name:_____ Signature: _____ Date:_____