

MOUNT ST. MARY'S UNIVERSITY APPLICATION FOR PROMOTION TO PROFESSOR

DATE _____

NAME _____

DEPARTMENT _____

PRESENT RANK _____

DATE OF INITIAL APPOINTMENT _____

DATE OF TENURE (if applicable) _____

DATE OF PROMOTION TO ASSOCIATE PROFESSOR _____

TERMINAL DEGREE AND UNIVERSITY _____

_____ I do support this application

_____ I do support this application

_____ I do not support this application

_____ I do not support this application

Chair

Dean

Date _____

Date _____

This form should be included in the Promotion Packet of the applicant. The applicant will submit Ten (10) copies of the promotion packet to the Department Chair who will add the necessary materials and forward the packets to the Dean of the appropriate College/School by January 6. The Dean will submit Two (2) copies of the promotion packet to the Vice President for Academic Affairs and Six (6) copies, one to each TRAC member, by January 30, noon. The Promotion Packet must follow the attached format.

Promotion reviews of Department Chairs will be conducted by persons designated by the Dean of the School/College.

In the case of the Seminary, the Academic Dean will conduct the promotion review. Responsibilities assigned in this form to the Vice President for Academic Affairs of the University will be carried out by the Rector.

Mount Saint Mary's University

Format to be followed by the candidate for promotion to Professor.

- Section I Dean's response letter to the Chair's recommendation. Department Chair's detailed and complete evaluation of the candidate.
- Section II Names of three colleagues from whom the candidate has requested letters of evaluation to be sent to the Vice President for Academic Affairs of the University. Names of two recognized external scholars who have been contacted by the Chair for review of the candidate's scholarship.
- Section III Names of two former and two present students from whom the candidate has requested letters of evaluation to be sent to the Vice President for Academic Affairs of the University.
- Section IV A narrative justifying one's candidacy for promotion including statements regarding the following:
- A. Commitment to the Catholic liberal arts mission of Mount Saint Mary's University.
 - B. Self-evaluation of teaching, including a discussion of pedagogy, courses taught, the development of new courses or major revisions to existing courses, and advising duties.
 - C. Scholarly and professional activity and service to the profession.
 - D. Record of distinguished service to the university.
- Section V Curriculum vitae supplemented as necessary to include information regarding:
- A. Publications, research projects, juried artistic exhibitions and performances.
 - B. Presentations at scholarly conferences
 - C. Membership and evidence of active participation in professional organizations.
 - D. Speeches or presentations given on or off campus

- E. Grants applied for and /or received
- F. Fellowships, honors and awards
- G. Committee work and activities
- H. Administrative assignments
- I. Department work and activities
- J. Participation in official University activities and other areas demonstrating commitment to the mission of the University through activities on and off campus

Section VI Supporting Materials

- A. Letters from colleagues (to be added by the Vice President for Academic Affairs of the University)
- B. Letters from external reviewers of scholarship (to be added by the Department Chair after submission of the Promotion Packet to the department).
- C. Letters from students (to be added by the Vice President for Academic Affairs of the University).
- D. Three course syllabuses.
- E. Summaries of student evaluations of teaching. (This should include tabulations of numerical questions and transcriptions of all student comments from a representative selection of courses).
- F. Examples of no more than three publications or research projects. (In the case of coauthored publications, the nature and extent of the candidate's contribution must be explained).

Promotion Packets will not be returned, though candidates may request return of items of value, such as offprints and slides. It is the responsibility of the candidate to pick up the packet binders at the Office of the Vice President for Academic Affairs.

Mount Saint Mary's University Application for Promotion Authorization Form *

I authorize the Tenure, Rank and Awards Committee to examine my personnel file.

Signature _____

Date _____

*Please note: The authorization to inspect the personnel file of the candidate is optional.

PLEASE RETURN TO THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
OF THE COLLEGE (OR THE RECTOR OF THE SEMINARY).