

St. Mary's University

## Policy: Faculty Promotion Application

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<b>Approver(s):</b>	Academic Council
<b>Authorizes release:</b>	<b>Provost and</b> Vice President for Academic Affairs
<b>Responsible office:</b>	Academic Affairs
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<b>Related policies:</b>	<b>Faculty Tenure Application; Law Faculty Tenure Promotion Application</b>
<b>Additional references:</b>	

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**APPLICATION FOR FACULTY PROMOTION  
(COVER PAGE)**

Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Dept. \_\_\_\_\_

Present Rank \_\_\_\_\_ Year Awarded \_\_\_\_\_

**PLEASE ADDRESS YOURSELF TO EACH OF THESE NUMBERED TOPICS.**

**Confer the attached "Guidelines for Promotion in Rank" for the kind of information and evaluation the Promotion Committee needs for a knowledgeable awarding of promotion.**

**1. EDUCATION:** Degrees earned, universities attended, other professional credentials earned; include the dates the degrees and credentials were awarded.

**2. EXPERIENCE:** Teaching experience at previous institutions and at St. Mary's. Include dates of these engagements.

*Note: Please review Section 2.6 Promotion in Rank in the Faculty Handbook before preparing application.*

## OUTLINE TO BE USED IN APPLYING FOR PROMOTION IN RANK

**Respond to each of the following subjects when preparing your application for promotion in rank. When responding, please limit remarks to what has transpired during the years at your present rank - unless otherwise stated.**

### I. MISSION STATEMENT

Please address your direct contribution and its effectiveness to the St. Mary's University Mission Statement (Section 1.2, pg. 1; Section 2.5.1, p. 43)

### II. SCHOLARSHIP

The Faculty Handbook provides for contributions to the *Scholarship of Teaching*, the *Scholarship of Discovery*, the *Scholarship of Integration*, and the *Scholarship of Application*. (Section 2.5.1.3.3, pg. 47 and Appendix A)

- a. "all faculty members must devote some portion of their time, on a regular basis, to the *Scholarship of Teaching*;
- b. all faculty members must devote some portion of their time, on a regular basis, to at least one of the following forms of scholarship: *Scholarship of Discovery*; *Scholarship of Integration*, or the *Scholarship of Application*;
- c. faculty members teaching solely at the graduate level must devote some portion of their time, on a regular basis, to the *Scholarship of Discovery* or the *Scholarship of Integration*."

#### A. SCHOLARSHIP OF TEACHING

In addressing your contribution to the *Scholarship of Teaching*, the following sections of the Faculty Handbook are pertinent:

- Section 2.5.1      Criteria for Faculty Evaluation (pg. 43)
- Section 2.5.1.1    Teaching and Advising (pg. 43)
- Section 2.5.1.3    Scholarship (pg. 45)
- Section 2.5.1.3.1   Types of Scholarship (pgs. 45-46)
- Section 2.5.1.3.2   Assessment of Scholarship (pg. 47)
- Section 2.9.4      Duties related to Teaching (pgs. 65-66)
- Section 2.11.2     Advising Student (pg. 70) Also see Section 2.5.1.1 (pg. 43)

## **B. EVALUATION OF TEACHING**

Please submit copies of your teaching evaluations for the semesters you have taught at St. Mary's while in your present rank. To fulfill this requirement, submit, minimally, the computer generated summary evaluation sheets.

Section 2.5.3 Evaluation of Teaching by Students (pg. 48)

In evaluating a faculty member's teaching and advising, the Faculty Handbook states the one "may collect information from a variety of sources..." (Section 2.5.1.1, pg. 43)

## **C. SCHOLARSHIP OF DISCOVERY, SCHOLARSHIP OF INTEGRATION, SCHOLARSHIP OF APPLICATION**

In addressing your contributions to these types of Scholarship, the following sections in the Faculty Handbook are pertinent:

Section 2.5.1.3 Scholarship (pg. 45)

Section 2.5.1.3.1 Types of Scholarship (pg. 45-46)

Section 2.5.1.3.2 Assessment of Scholarship (pg. 47)

## **D. UNIVERSITY AND COMMUNITY SERVICE**

Please refer to the following section in the Faculty Handbook:

Section 2.5.1.2 Service to the University and the Community (pg. 44)

(Approved by Academic Council, September 6, 1995)