

## APPLICATION FOR PROMOTION, TENURE OR THREE-YEAR EXTENDABLE CONTRACT

To be provided by applicant:

1. **Create a new Application for Promotion and Tenure in Activity Insight.**
  - A. **Complete each narrative section with supporting documentation where appropriate (see below)**
  - B. **Upload supporting documentation into the appropriate sections:**
    - i. Approved Program Expectations
    - ii. Course History
    - iii. Seven-year Course Evaluation (if available; if fewer than seven years of teaching service at SOU, then upload evaluation data for all years of teaching)
    - iv. Most recent Colleague Evaluation
    - v. FPAR for the years under review
    - vi. Any other supporting documentation
  
2. **Teaching Effectiveness Narrative and Evidence**
  - A. Rate your performance as Acceptable, Preferred, or Exceptional in this category, in accordance with Faculty Bylaws Section 5.224(a).
  - B. Provide a narrative that discusses your teaching effectiveness and how you promote student learning. You may choose to highlight new methodologies, modalities, pedagogical techniques or technologies employed, and/or curricular changes or revisions made during the review period.
  - C. Provide a comprehensive evaluation of all aspects of advising completed at the university, division, and program levels, including the number and nature of advisees by year, supervision of undergraduate research projects, and/or graduate projects or theses.
  - D. Provide information on any professional development activities undertaken during the review period that support your teaching effectiveness.
  - E. Attach evidence to support your narrative: course syllabi, student evaluation written comments, course materials, student work, etc.  
*Special note about the SLES: The teaching effectiveness section should include evidence of responsive adaptation or improvement of instruction based off of the faculty member's review of SLES results. If desired, faculty may elect to embed this in the teaching effectiveness narrative.*
  
3. **Service Narrative and Evidence**
  - A. Rate your performance as Acceptable, Preferred or Exceptional in this category, in accordance with Faculty Bylaws Section 5.226(c).
  - B. Provide a list of your service activities including service to the program, division, and university, as well as service activities in your profession and service in the community related to your disciplinary expertise. Briefly annotate each item to clarify the scope and nature of the activity undertaken and any notable accomplishments.
  - C. Provide information on any professional development activities undertaken during the review period that support your service.
  - D. Attach evidence to support your narrative: any artifacts that demonstrate effort in this area, including letters of appreciation, conference programs, reviews, etc.
  
4. **Research, Scholarship, and Creative Activity Narrative and Evidence (optional for Professional Faculty)**
  - A. Rate your performance as Acceptable, Preferred, or Exceptional in this category, in accordance with Faculty Bylaws Section 5.224(d).

- B. Provide a narrative that describes your areas of emphasis in your research, scholarship and/or creative activities.
- C. Provide a list of accomplishments in the area of research, scholarship and/or creative activity. Briefly annotate each entry to help reviewers who may not be familiar with your discipline understand the significance of each accomplishment; at a minimum, include how each item was reviewed and disseminated (i.e. inside or outside the region or nation).
- D. Provide information on any professional development activities undertaken during the review period that support your research, scholarship and/or creative activity.
- E. Attach evidence to support your narrative. You may upload documents or links that document your accomplishments, such as full-text versions of articles, chapters, books, performances, exhibits, portfolios, etc.