

Highlights of the Fall 2013 P&T Application Form

No new sections have been added, and no sections have been removed. There is no change to the information requested by the application form. As detailed below, some sections have been grouped together for ease of entry and ease of reading, and in some cases, instructions on how to enter information have been edited for clarity.

1. Format has changed to an interactive Adobe form with digital signature. If you are unfamiliar with Adobe interactive forms or digital signature, please see separate instructions on how to complete and save the form.
2. Auto filled header (name, promotion &/or tenure) appears on each page of application.
3. The banner includes year of tenure/ promotion review.
4. A "Table of Contents" has been added to the first page, with hyperlinks to each section of the form.
5. The "Instructions" have been moved to a separate document for readability.
6. The "tenured" field for "Employment History" has been change to a check box for yes/no.
7. Under "Teaching/Job Ability and Effectiveness," the tables for "courses taught" and "student evaluations," previously separate, have been combined. In this table, semester, course type, new preparation and team taught fields are pull-down menus or check boxes to ensure consistency of response.
8. "Teaching Grants" has been moved to the "Grants" section, where entries can be identified as "Teaching Awards" by pull-down menu.
9. Tables for "Membership on Degree Candidates' Committees" have been combined into one table, with the option to select Student Academic Status and to indicate if faculty member served as committee chair or not.
10. In the teaching section, "Evidence of Effective Job Performance" has been set to one text box for all four of the items grouped under a two-page limit. If you want to keep these items distinct, use bullet points or paragraph breaks to set off the different items.
11. Research, creative accomplishments, and scholarship have been reformatted with a dropdown for the faculty member to select the type of publication. Novels, books, poems, essays, musical scores, screen plays have been added as options for type of publication.
12. Table for "Creative Accomplishments" has been updated for the "venue" and the "invited/juried" fields to be entered via drop-down menu.
13. Research grants or grants for creative work have been moved to the newly created section, "Grants", where entries can be identified as "Research Grants" by pull-down menu.
14. The "Service" section has been redesigned into a table.
15. A digital signature box has been added at end of application form.