

NOTE TO APPLICANTS FOR PROMOTION

The Statement of Promotion Policies and Procedures at Clarion University of October, 1996, states that each applicant must submit substantiated evidence to support an application for promotion. Beginning with the 1991-92 academic year, there will be three major changes in the application materials submitted to the University-Wide Promotion Committee. First, the quantity of documentation submitted to the University-Wide Promotion Committee is to be strictly limited. Second, substantiating evidence not submitted to the University-Wide Promotion committee is to be made available on request. Third, the materials should be submitted in the order indicated below.

The size of the binder is determined by measuring it across the spine. The maximum is one, one-inch, and one, three-inch, three-ring binders. All binders should be labeled on the spine with your last name and the rank of which you are applying. Any application which exceeds these guidelines will be returned to the applicant without review.

The first section of the first binder is to include the following in this order:

- .The application for promotion.
- .The candidate's statement including a comprehensive vita.
- .Transcripts
- .The letter from the department promotion committee chairperson.
- .The letter from the department chairperson.

The candidate's statement is to be in a narrative form. The narrative is to follow the sequence presented on pages 4 through 6 of the Statement and to be presented consecutively rather than as separate sections with supporting materials.

Supporting materials presented as evidence of the candidate's suitability for promotion should include documents dating only since the last promotion or from time of hire if the candidate has not previously applied for promotion at Clarion University. The comprehensive faculty vita will serve to indicate the candidate's accomplishments prior to that time.

All supporting materials are to be placed in the binder(s) following the above materials and are to be numbered to correspond to the sections of the narrative and the categories listed on pages 4-6 of the Statement. For example, the first section of the narrative would address teaching effectiveness (A.1 Teaching Effectiveness). The supporting materials would be the candidate's documentation of teaching effectiveness and would be labeled and numbered as such.

All evidence is to be brief. For example, the title page, the copyright page, and table of contents for books; and the cover page and abstract of pages and articles will serve to document written work and paper presentations. Student ratings should represent all courses taught for at least the most recent semester, although additional rating information since the last promotion or time of hire in the case of first applications is strongly recommended. Hand-written, student comment forms, or letters from students are not to be submitted as evidence of teaching effectiveness.

Attendance at conference and learned society memberships need not be documented. They must, however, be addressed in the letters from the chairpersons of the department and of the Departmental Promotion Committee.

If a candidate is not submitting evidence for a particular category, the category should be indicated and numbered in its appropriate position with the notation: "No evidence presented." For example, under criterion B, an applicant may submit evidence of publications as B.1., but have no evidence to submit for consultantships (B.2.) This section of the supporting evidence should be noted "B.2. No evidence presented."

Applicants wishing to meet with the University-wide Promotion Committee (as stated in Promotions Policies and Procedures VIC, P.10) must notify the committee chair in writing by February 7.