

Appendix E: THE UNIVERSITY PROFESSIONAL STATUS COMMITTEE REQUEST FOR PROMOTION FORM

To candidates, committees, and administrators:

There is inadequate space for direct use of this form. Rather it is intended that it be followed as an outline in the presentation of each case. Please adhere to the organization herein.

I. Name:
Rank held:

II. College and Department/School:
Date of employment at Shepherd University:

III. Rank sought:
Years in rank since last promotion:

IV. Earned graduate degrees and granting institutions:

Degree	Field	Institution
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V. Do you have an earned doctorate or other earned terminal degree appropriate to your discipline, College, and assignment?

_____ yes, _____ no.

VI. Evidence since last promotion in rank of continuing excellence in professional teaching as evidenced by regular and recent evaluations.

A. Student Evaluations

1. Date of evaluation
2. Class and section
3. Number of students in class
4. Please attach a copy of the instrument used and results. Indicate as Appendix A.

B. Supervisor Evaluation

The College Dean (s) and the Provost will attach their evaluations to each file when it reaches them, indicating Appendices B and C, respectively.

VII. Evidence since last promotion in rank of continuing excellence in professional, scholarly or creative work appropriate to the discipline or field as evidenced by publications in vehicles of significant professional stature, and presentations of scholarly papers at learned professional forums; or, inclusions in juried or reviewed shows, concerts, and recitals; or, other outlets of significant professional stature.

A. Scholarly Publications of Significant Professional Stature

Publication #01

Title of Publication Number of pages

Journal

Volume Number

Date

Is this a "refereed" journal? yes, no.

Is this an international, national, regional, or state journal?

yes, no.

Is this a journal dealing with your area of specialization?

yes, no.

Publication #02

Title of Publication Number of Pages

Journal

Volume Number

Date

Is this a "refereed" journal? yes, no.

Is this an international, national, regional, or state journal?

yes, no.

Is this a journal dealing with your area of specialization?

yes, no.

Publication #03, #04, #05, #06, etc.

B. Creative Activities of Significant Professional Stature

Activity #01

(Give details)

Date

Location

Award received

Was the activity invitational _____ competitive_____?

Was this activity local, state, regional, national, or international in scope?

Activity #02

(Give details)

Date

Location

Award received

Was the activity invitational _____ competitive_____?

Was this activity local, state, regional, national, or international in scope?

Activity #03, #04, #05, #06, etc.

C. Scholarly Presentations to Learned Forums

Title of Paper

Learned Forum

Date

Place of Meeting

D. Other Achievements of Significant Professional Stature (Give details)

VIII. Evidence since last promotion of continuing excellence in professional service activities as evidenced by contributions to student advisement, College committees, membership on collegiate committees, sponsorship of student organizations, involvement in grants and contracts activities, and other such professional, non-teaching, non-scholarly activities that serve the university community and state such as membership, participation, and office holding in national or regional professional organizations appropriate to the area of

appointment.

Please give the following information (indicate any office held).

Student Advisement Number of Advisees: _____

College Committee

 Name of Committee #01

 Name of Committee #02

University Committee

 Name of Committee #01

 Name of Committee #02

Sponsorship of Student Organizations

 Name of Organization #01

 Name of Organization #02

Grants and Contract Activities

 Name of Grantor and Dollar Value of Grant

 Type of Grant

 Your Involvement

Other Professional Activities

 Membership in State Professional Organizations

 Organization #01

 Organization #02

 Membership in Regional Professional Organizations

 Organization #01

 Organization #02

 Membership in National Professional Organizations

 Organization #01

 Organization #02

IX. Other. (Here, indicate any other information you consider relevant to consideration for your promotion.)