

N.J.C.U. PROMOTION APPLICATION COVER SHEET

Place the original of this cover sheet in your promotion binder and provide 9 additional copies of this cover sheet, your curriculum vitae, and your candidate's statement.

For Academic Year September 2011 – June 2012

Due Date: October 1, 2010 (submit to your Department Personnel Committee)

Date received: _____ Received by: _____
(Applicant should receive /retain copy of receipt)

PART ONE: CANDIDATE INFORMATION/APPROVALS

1a.	Present rank:	
1b.	Date of last promotion:	
1c.	Date of NJCU appointment:	
1d.	Rank being applied for:	
1e.	Date(s) of all range adjustments, if any	
2a.	Name: last, first	
2b.	Email address: (list one)	
2c.	Telephone number: (list one)	
2d.	Current Mailing Address:	
2e.	Temporary Mailing Address	
3.	Candidate's Certification: Note: Except for curriculum vitae, only provide evidence of your activities since your last NJCU promotion or your initial NJCU appointment, whichever occurred later.	I _____ certify that the statements, (Please print name) information, and supporting materials hereby submitted as my application for promotion are accurate and complete to the best of my knowledge. Signature: _____ Date: _____
4.	Department:	
5.	DPC Action: The Department Personnel Committee, consisting of the following members, has reviewed this application and determined that the candidate meets the requirements for the rank applied for. Note: DPC must send one copy of cover sheet, curriculum vitae, and candidate's statement to appropriate Dean. Everything else goes to UPC.	
	Type Name: *	Signature:
	Date:	
	1. _____	_____
	2. _____	_____
	3. _____	_____
	4. _____	_____
	5. _____	_____
	6. _____	_____
	* Please place an asterik next to name of individuals who are <u>not</u> a member of the applicant's department.	
6.	Dean's Recommendation:	Recommended _____ Not Recommended _____ Name (type or print): _____ Signature: _____ Date: _____
7.	President's Recommendation:	Recommended _____ Not Recommended _____ Signature: _____ Date: _____

PART TWO - CANDIDATE'S CHECKLIST

Note: Use Additional Submission Guidelines, if applicable. Fit materials into one or more of the standard binders provided by Gayle Ford's office. Materials that won't fit can still be submitted but reference to them must appear in your binder's or binders' table of contents. The significance of the item must also appear on a page of the appropriate criterion section.

8.	Certification/ Credentials:	List each: <i>(as needed)</i> a. _____ b. _____ c. _____ d. _____																
9.	Current Vita:	Check to indicate inclusion: ____ Page # / section reference: _____																
10.	Statement:	Check to indicate inclusion: ____ Number of pages w/supporting materials: ____																
11.	Teaching Evaluation Methods:	List type and number of each evaluation tool included: <i>Example: 2 peer evaluations, student evaluations for 5 classes; etc.</i> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Type:</td> <td style="text-align: center;">PLEASE prioritize.</td> <td style="text-align: center;">Qty:</td> <td style="text-align: center;">Page / section ref:</td> </tr> <tr> <td>a. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>b. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>c. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> </table>	Type:	PLEASE prioritize.	Qty:	Page / section ref:	a. _____		_____	_____	b. _____		_____	_____	c. _____		_____	_____
Type:	PLEASE prioritize.	Qty:	Page / section ref:															
a. _____		_____	_____															
b. _____		_____	_____															
c. _____		_____	_____															
12.	Other Teaching Documentation:	<i>Example: course proposal, program development documents</i> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Type:</td> <td style="text-align: center;">PLEASE prioritize.</td> <td style="text-align: center;">Qty:</td> <td style="text-align: center;">Page / section ref:</td> </tr> <tr> <td>a. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>b. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>c. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> </table>	Type:	PLEASE prioritize.	Qty:	Page / section ref:	a. _____		_____	_____	b. _____		_____	_____	c. _____		_____	_____
Type:	PLEASE prioritize.	Qty:	Page / section ref:															
a. _____		_____	_____															
b. _____		_____	_____															
c. _____		_____	_____															
13.	Scholarly/ Creative/ Professional Documentation:	 <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Type:</td> <td style="text-align: center;">PLEASE prioritize.</td> <td style="text-align: center;">Qty:</td> <td style="text-align: center;">Page / section ref:</td> </tr> <tr> <td>a. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>b. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>c. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> </table>	Type:	PLEASE prioritize.	Qty:	Page / section ref:	a. _____		_____	_____	b. _____		_____	_____	c. _____		_____	_____
Type:	PLEASE prioritize.	Qty:	Page / section ref:															
a. _____		_____	_____															
b. _____		_____	_____															
c. _____		_____	_____															
14.	Service to University & Community Documentation:	 <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Type:</td> <td style="text-align: center;">PLEASE prioritize.</td> <td style="text-align: center;">Qty:</td> <td style="text-align: center;">Page / section ref:</td> </tr> <tr> <td>a. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>b. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>c. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> </table>	Type:	PLEASE prioritize.	Qty:	Page / section ref:	a. _____		_____	_____	b. _____		_____	_____	c. _____		_____	_____
Type:	PLEASE prioritize.	Qty:	Page / section ref:															
a. _____		_____	_____															
b. _____		_____	_____															
c. _____		_____	_____															
15.	Letters of Support:	 <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Type:</td> <td style="text-align: center;">PLEASE prioritize.</td> <td style="text-align: center;">Qty:</td> <td style="text-align: center;">Page / section ref:</td> </tr> <tr> <td>a. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>b. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>c. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> </table>	Type:	PLEASE prioritize.	Qty:	Page / section ref:	a. _____		_____	_____	b. _____		_____	_____	c. _____		_____	_____
Type:	PLEASE prioritize.	Qty:	Page / section ref:															
a. _____		_____	_____															
b. _____		_____	_____															
c. _____		_____	_____															
16.	Additional Supporting Materials:	 <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Type:</td> <td style="text-align: center;">PLEASE prioritize.</td> <td style="text-align: center;">Qty:</td> <td style="text-align: center;">Page / section ref:</td> </tr> <tr> <td>a. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>b. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>c. _____</td> <td></td> <td>_____</td> <td>_____</td> </tr> </table>	Type:	PLEASE prioritize.	Qty:	Page / section ref:	a. _____		_____	_____	b. _____		_____	_____	c. _____		_____	_____
Type:	PLEASE prioritize.	Qty:	Page / section ref:															
a. _____		_____	_____															
b. _____		_____	_____															
c. _____		_____	_____															

Additional Submission Guidelines

Note: Except for your curriculum vitae, you must only provide evidence of your activities since your last NJCU promotion or your initial NJCU appointment, whichever came later.

Although you are asked in the following to limit your selections as an aid to the committee, you may place in the binder as much of your work as you deem necessary. Please refer to the selections you make here in part II of your cover sheet where you are asked to prioritize. Cite the appropriate page numbers and put some explanation in your candidate's statement about the items.

1. Visual Artists, Photographers, Sculptors, & Other:

Slides: 20 (twenty) 35mm format slides of work submitted in a clear plastic slide sleeve.

Label slides with:

- "Top" or arrow indicating top of work
- Slide number, 1-20
- Medium
- Title and date of work

Include a typed slide narrative sheet including:

- Slide number
- Title, medium, and date of work
- Brief description of work – should include where the work is currently housed or where it has been exhibited or whether it is a work in progress.

2. Choreographers, Composers, Musicians, Digital-Media, Film & Video Artists & Other:

Video: ½" VHS or DVD

Audio: CD

Up to three work samples may be submitted for a total of 15 minutes of viewing/listening.

- If work samples are submitted on VHS, the reel should consist of the 5 minute excerpts of each piece in the order in which the applicant wishes the work to be viewed.
- If work samples are submitted on DVD, a Menu can be created so the committee can click on each five-minute excerpt.

Include a typed narrative sheet including:

- Number of work sample
- Title, medium, total running time, and date of work
- Brief description of work – should include where the work has been performed, screened or exhibited, or whether it is a work in progress.

This page is for the applicant's own use (Do not submit).

Reminders for
PROMOTION APPLICATION
Application Due at DPC October 1

Note: Except for your curriculum vitae, you must only provide evidence of your activities since your last NJCU promotion or your initial NJCU appointment, whichever occurred later.

- Did you complete every item on both sides of the Cover Sheet?
- Did you sign and date item 3?
- Did you place the original cover sheet in the promotion binder?
- Have you provided 9 additional copies of your cover sheet, curriculum vitae, and candidate's statement?
- Is your Candidate's Statement organized according to the three criteria of teaching effectiveness, scholarly achievement, and service?
- If more than a few pages, does your Candidate's Statement begin with a Table of Contents?
- Does your binder begin with a Table of Contents and are all pages numbered consecutively?
- Is your binder organized into sections (using the dividers provided by Gayle Ford's Office) with the main headings of teaching effectiveness, scholarly achievement, and service prominently identified?
- If you have included non-print evidence for the Promotion Committee's evaluation, did you follow the Additional Submissions Guidelines?
- Have you presented your documentation so that a reviewer who may not be in your discipline will be able to evaluate your professional activities completely and fairly.
- Did your DPC send one copy of your cover sheet, curriculum vitae, and statement to your Dean?