

**College of Behavioral & Community Sciences
Assistant In/Associate In Technical Assistance
Promotion Application**

I. INTRODUCTION

This form requests data that will be used by USF personnel, including deans, chairpersons, and USF faculty involved in peer evaluation pertaining to recommendations for promotion. Therefore, it is in the best interest of each applicant to ensure that the data are complete and accurate. Please attach additional sheets, if necessary, to give complete information. Original signatures are required on this form, which will become part of the faculty member's personnel file in the Office of the Dean.

Applicants are encouraged to be familiar with Articles 14 (Promotion Procedure of the Collective Bargaining Agreement (2008-2009)). The text of these articles may be accessed at <http://usfweb2.usf.edu/human-resources/pdfs/collective-bargaining/uff-agreement-2008-2009.pdf> under Collective Bargaining, UFF.

NAME:	_____	TITLE (Dr., Mr., Ms.)	_____
COLLEGE:	_____	MAIL POINT:	_____
DEAN:	_____	MAIL POINT:	_____
DEPARTMENT:	_____	MAIL POINT:	_____
CHAIR/DIRECTOR:	_____	MAIL POINT:	_____
DIVISION DIRECTOR (if applicable)	_____	MAIL POINT:	_____
SUPERVISOR:	_____	MAIL POINT:	_____

FOR EQUAL OPPORTUNITY PURPOSES ONLY:

SEX: _____ RACE: _____

PLEASE SUBMIT ONE ORIGINAL PROMOTION APPLICATION

_____ I am seeking Promotion to the position of _____

Applicant's Signature Date

II. GENERAL DATA

Initial Date of USF Employment: _____ Initial Position Title _____

Present Position Title (eff. date): _____ Years Completed in Current Position _____

Education:

<u>Institution</u>	<u>Field of Study</u>	<u>Degree</u>	<u>Date</u>
--------------------	-----------------------	---------------	-------------

Other Education (institutes, short courses, etc.):

Areas of Specialization in Technical Assistance/Training/Consultation:

Honors, Awards, etc.:

Employment List current position first including military service. All changes in position or title at a given institution should also be shown.

Place

Position/Title

Time Period

III. ASSIGNED DUTIES OF CANDIDATE (To be completed by Candidate)

Assigned duties for individuals holding the position of Assistant in/Associate in Technical Assistance normally consist of training, technical assistance, consultation, and service. However, some applicants may have been assigned additional duties. All assigned duties during the previous 5 years should be provided as indicated below.

If the assignments reflect extraordinary or unusual circumstances, the Department Chair or other appropriate administrative officer should append a brief explanatory narrative for benefit of the reviewers.

Note: If your assignments have been supported by contracts/grants, you may have been required to report your work as sponsored research, even though it was not research. If this is true in your case, please provide an explanatory narrative for the benefit of the reviewers.

Please complete the summary table using the link provided below. Place your assigned duties forms behind the summary tables in the same order as reported on the summary table. Please do not include the end-of-semester narrative documentation.

Include all duties from the last 5 year period. Additional years may be provided at your discretion.

IV. TRAINING/TECHNICAL ASSISTANCE/CONSULTATION

- A. Goals and Accomplishments: Provide a concise narrative describing your goals and accomplishments in the area of training, technical assistance, and/or consultation, as appropriate. Please attach additional sheets if necessary. Number these pages as 5a, 5b, 5c...

- B. Training, Technical Assistance, Consultation: Please list all the training, technical assistance, and/or consultation activities you have provided since your last promotion or for a minimum of the last 5 years. List dates, agencies/ organizations/ individuals to whom you have provided the training, technical assistance, and/or consultation. When available, list number of participants, or provide an estimate. Please attach additional pages if needed. Number these pages 6a, 6b, 6c...

C. Training/Technical Assistance/Consultation Awards and Distinctions

1. Awards and other Recognition

2. Papers Published on Training/Technical Assistance/Consultation in your Field

3. Other:

D. Evaluation and Impact of Technical Assistance, Training, and/or Consultation.

Please provide evaluation data for each instance of technical assistance, training, and/or consultation for which data are available. If applicable you may provide feedback provided by participants such as emails, letters of appreciation, etc. which should be placed in the supplemental notebooks.

E. Impact of Training/Technical Assistance/Consultation

Please provide evidence of the impact your work has had on the field, to public policy, to agency change, or in any other relevant arena. **This is an extremely important component in the review of the application.**

F. Training curricula developed related to training, technical assistance, and/or consultation

1. New Training Curricula Developed, Published (including website development and dissemination)
2. Collaborative Efforts With Colleagues to Improve Technical Assistance/Training/Consultation:
3. Innovative Training/Technical Assistance Methods:
4. Other

G. Summary Narrative by the Immediate Supervisor

A summary narrative by the immediate supervisor must be provided (place behind this page). This summary should contain, but need not be limited to, comments regarding:

- Description of training/consultation/technical assistance routinely provided.
 - Evaluation scores (ranges, means, trends, etc.)
 - Summary of comments from the evaluations. If the candidate or department wants to attend the comments in their entirety, they can do so in a supplemental notebook. However, some commentary that distills these comments is still required as part of the narrative.
 - Impact of the applicant's work on the field.
-

By signing this page, I certify that I have summarized the training/consultation/technical assistance evaluative information provided.

Print Name of Immediate Supervisor

Signature

Date

V. Publications related to Training, Technical Assistance, and/or Consultation

- A. Publications. Please list publications since your last promotion or for a minimum of the last 5 years. Provide lists in your discipline's reference style format; if multiple authors, list authors in order they appear in the publication. **Include entries only in one category.**

1. Books

List, beginning with the most recent

If you wish, you may append copies of published reviews of the books you have published in a separate folder/binder. Do not include them with the application.

- a. Books Published:
- b. Books In Press (attach a copy of the communication from publisher):
- c. Books Accepted for Publication (attach a copy of the letter of acceptance from publisher):
- d. Books Submitted for Review (attach a copy of your transmittal letter to publisher):

3. Chapters or Segments of Books

- a. Chapters/Segments of Books Published:
- b. Chapters/Segments of Books In Press (attach a copy of the communication from publisher):
- c. Chapters/Segments of Books Accepted for Publication (attach a copy of the letter of acceptance from publisher):
- d. Chapters/Segments of Books Submitted for Review (attach a copy of your letter of transmittal to publisher):

4. Refereed Articles. List, beginning with the most recent. Be certain to underline your name for all articles for which you are senior author.
 - a. Refereed Articles Published:
 - b. Refereed Articles In Press (attach a copy of the communication from publisher):
 - c. Refereed Articles Accepted for Publication (attach copy of the letter of acceptance from publisher):
 - d. Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

5. Non-Refereed Articles List, beginning with the most recent. Be certain to underline your name for those articles for which you are senior author.
 - a. Non-Refereed Articles Published:
 - b. Non-Refereed Articles In Press (attach a copy of the communication from publisher):
 - c. Non-Refereed Articles Accepted for Publication (attach a copy of the letter of acceptance from publisher):
 - d. Non-Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

6. Technical Reports. List, beginning with the most recent. Be certain to underline your name for those reports for which you are senior author.

7. Book Reviews Published (List, beginning with the most recent).

8. Other Publications. List, beginning with the most recent. Be certain to underline your name for those activities for which you were senior author or lead member.

B. Training, Technical Assistance or Consultation Grants and Contracts.

1. List grants and contracts on which you have played a major role (e.g., Principal Investigator, Co- PI, project coordinator, project director, or other significant role) since your last promotion or for the last 5 years. **Begin with the most recent and include:**
 - Your role: principal investigator, director, project coordinator, project director, othr significant role - specify the relative contribution you made to the grant/contract
 - title
 - agency
 - purpose of training, technical assistance, and/or consultation
 - total amount funded
 - candidate's share of amount funded
 - dates
 - specify if grant/contract was refereed

2. List grants you have applied for but were not selected since your last promotion or at a minimum for the last 5 years. Begin with the most recent and include:

- your role
- title
- agency
- purpose of contract/grant
- disposition of application

C. PRESENTATION OF PAPERS

List presentations beginning with the most recent in each category. Indicate in each listing if you were “invited” to present or speak. Be certain to underline your name for those papers or presentations for which you are senior author or lead member. Include all since your last promotion. If your last promotion was within five years, list at least the last the last 5 years.

1. Papers Presented at Professional Conventions (please indicate if refereed)

- International

- National

- Regional

- Local

VI. SERVICE (Complete this section only if you have a service component as part of your assigned faculty duties)

A. Service to the University

Please list service to the University since your last promotion or at a minimum for the last 5 years.

List including:

- description of your involvement in and contributions to university, college, department, SUS councils or committees
- dates of service
- if chairperson

B. Service to your Profession

- List offices held in national, regional, local organizations associated with your professional field; indicate dates of service
- List professional organizations to which you currently belong
- Other professional service rendered, e.g., editorships, service on editorial boards of scholarly journals, review panels, accreditation teams

C. Service to the Community (only if these relate to your job duties)

- List community committee councils, boards, etc., on which you have served or other public service activities. Include dates of service.

D. Other Service Activity

- List including dates of service

VII. EVALUATIONS BY DEPARTMENT, COLLEGE, AND DEAN

Please attach copies of the candidate's annual evaluations for the last five years. Annual evaluations should include the standard University rating form and all evaluative narratives.

In comparison with faculty in similar positions with similar assignments rate the candidate's performance in the following chart. Evaluations must be provided for all areas of assigned duties. Do not provide a rating for any area in which the faculty member did not have a formal assigned duty. Use the following legend to complete the evaluation table below. **PROVIDE A DEFINITIVE EVALUATION** (that is, do not indicate that a candidate is *Strong/Outstanding* or *Satisfactory/Strong*. State *Outstanding* or *Satisfactory*).

O = Outstanding W = Weak
 ST = Strong UN = Unacceptable
 SA = Satisfactory NA = Not Applicable

Performance Area	Immediate Supervisor Evaluation, if not the Chair	Division Director Evaluation, if applicable	Department Faculty Committee Evaluation	Chair Evaluation	College Committee Evaluation
Training, Technical Assistance and/or Consultation					
Research, Scholarship, Creative Activity					
Service (all areas)					
Overall Quality					

Guidelines for Evaluations:

- Behind this page, each reviewing body should append a narrative to support the evaluation.
- Each narrative should include a careful analysis of the evaluation with rationale and reasons for positive and/or negative evaluation.
- Does the candidate work in reasonable harmony with his/her colleagues and students? Explain.
- Do the candidate's talents, expertise, experience and resources fit the needs, plans and goals of the Program/Department/College? Explain.
- The narratives should be appended in the order of review (immediate supervisor (if applicable), division director (if applicable), department faculty committee, department chair, college review committee).
- Where a split recommendation for Promotion exists, the committee should provide a Majority Report and a Minority Report to provide a balanced view.

	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Immediate Supervisor, if not department chair			
Division Director, if applicable			
Dept Fac Cmte Chair			
Department Chair			
College Review Cmte Chair			

COMPLETE THIS SECTION FOR PROMOTION RECOMMENDATION

VIII. PROMOTION RECOMMENDATION

Note: In each section please include by race and gender the numbers of faculty Eligible (E) to serve in the promotion recommendation and the number of faculty who actually Served (S).

Vote of the Departmental Faculty Committee. *Please attach a list of the names of all Committee Members, including rank and department. Committee members are not required to sign their names.*

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the faculty.

Name, Department Cmte Chair: _____ Signature: _____

Vote of the College Committee. *Please attach a list of the names of all Committee Members, including rank and department (Committee members are not required to sign their names).*

	American Indian or Alaskan Native		Asian or Pacific Islander		Black, not Hispanic		Hispanic		White, not Hispanic		Total	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
E												
S												

#Grant _____ #Deny _____ #Abstain _____ #Absent _____ #Ineligible _____

I certify that the above accurately represents the secret balloting of the faculty.

Name, College Cmte. Chair: _____ Signature: _____

RECOMMENDATION ON THE CANDIDACY FOR PROMOTION

Department Chair

My recommendation is to GRANT promotion for this candidate.

My recommendation is to DENY promotion at this time.

Name: _____ Signature: _____ Date: _____

STATEMENT OF REVIEW BY CANDIDATE PRIOR TO CONSIDERATION BY THE DEAN

I have reviewed the ratings and recommendations made on my application and have had the opportunity to enter a statement as provided above.

Signature: _____ Date _____

Signing indicates only review of the document(s) involved in my nomination. It does not imply consent, approval or agreement.

<p>Dean</p> <p><input type="checkbox"/> My recommendation is to GRANT promotion for this candidate. <input type="checkbox"/> My recommendation is to DENY promotion at this time.</p> <p>Name: _____ Signature: _____ Date: _____</p>
--

IX. AMENDMENTS

This section is for additional information that is submitted at any time by the candidate after the review process has begun. However, if an individual/body has already reviewed the application, there is no obligation that the application must be returned to the individual or body for an additional review. The date the materials are added to the file must be noted.

X. CV (insert here)