

APPENDIX L

PS&S COMMITTEE GUIDELINES FOR SENIOR FACULTY STATUS AND PROMOTION ADVISORIES

These guidelines are intended to make it easy for you to provide adequate information in one volume.

I. Resume of educational and employment history

- A. All higher education including dates for degrees; do not include life history since elementary school.
- B. Employment history including dates; specify full-time, part-time, adjunct, etc.
- C. OBU employment history; number of years at OBU and the number of years at the present rank.
- D. Professional memberships

II. Professional work and achievements

Lists of publications, performances, papers read, workshops conducted, speeches made, judging done, art shows entered, etc. Do not include copies of any of the above, or programs of performances. Briefly annotate any items which need further explanation.

III. PS&S Reviews

Include only the most recent unless there is a specific reason for including an earlier one; make sure that the review is dated. Include computer printouts (with lines connected) and student comments as well as peer evaluations. No more than three syllabi should be included.

IV. Letters of recommendation

Chair of your department or division
A colleague who knows about your teaching
A letter explaining any irregularity in length of service or other criteria related to the promotion standards

V. Community service

List organizations you belong to, services performed, church activities, etc.

VI. Service to the University

List committees, offices in those communities, sponsorship of clubs, workshops and study groups attended, ad hoc committees, etc.

VII. Items not to include

Thank you notes of a personal nature

Thank you notes which relate to activities which could have been merely listed in another category

Testimonials beyond letters already mentioned

Articles

Study guides

Books

Photographs

VIII. Compilation procedure

A. One volume

B. Include index and section dividers with labeled tabs

The preceding is intended as a guide. Faculty members should carefully peruse the Faculty Handbook, section II-22-30 for promotion information, and II-31-35 for senior faculty status information.