

November 18, 2011

Dr. Lynette Olson
Provost

Dr. Olson:

After some consideration the University Professors Committee has come up with a list of recommendations for those who are planning to apply for the rank of University Professor.

Advice for University Professor applicants:

- You must make the case for your promotion. It is not the reviewer's job to do so. Use the format as a means to sell yourself. Don't simply fill in as many blanks as possible.
- It is not necessary to use the full twenty pages allowed. Make your case as succinctly as possible. It's quality, not simply quantity, that matters.
- You need to demonstrate excellence in two out of the three categories. Be sure to fully document all three areas in order to strengthen your dossier. The candidate should include activities both on and away from the PSU campus.
- Use the qualitative sections to explain the importance of what you've done. Remember you are writing primarily for people outside your discipline and college.
- Include summaries of all SPTTE results, either the percentile or adjectival rating, in the dossier itself. This is especially important if you are going up on teaching.
- In terms of service, you need to have held positions of leadership if you are going up in this area. Contributions to the university and your profession are important.
- Clearly indicate what your load is in terms of credit or contact hours, lecture, readings, and independent study courses.
- When you list articles or book chapters, cite the page numbers. Include copies of all papers, articles, and books in your supporting materials. Several committee members will look at these materials, but they should also be mentioned in your dossier with priority given to the more significant documents. Developing course materials and online classes will be considered as contributing to your teaching. Articles and other materials published about teaching or teaching online classes will be considered as research.
- Do not play the "hide & seek" game. For example, don't bury your most important contributions among lesser. Don't list presentations or other contributions more than once unless you clearly indicate to the reader you're doing that.
- Be sure your materials document only your professional achievements since your last promotion.
- Show your document to others, preferably people who have experience in evaluating promotion documents.

Please note: The applicant may want to include information from annual evaluations as support for research and service, just as SPTTEs can be used to support an applicant going up on teaching. As it stands now, a professor can submit any information he or she wishes to put forward. We understand that SPTTEs can be biased, as can annual evaluations. This is why we give extra credence to peer-reviewed journal articles, best paper awards, outstanding teacher awards, and similar awards and distinctions from outside groups. However, being listed in *Who's Who* and similar "vanity" publications is not generally recognized as an accomplishment. Similarly, self-published materials will not be considered.

Respectfully,
Earl Lee, Chair

University Professor Committee members:
Phil McNew, Art Fischer, David Kuehn, Paul Zagorski, Scott Gorman