**SYRACUSE UNIVERSITY**

SENATE FORM A

***This form is to be completed by the candidate for promotion/tenure***

**SUMMARY OF PROFESSIONAL ACTIVITIES**

The purpose of this form is to permit the faculty member to present his or her own case in an orderly way. It is assumed that qualifications for promotion/tenure can be classified under (I) teaching, (II) research, scholarly, creative work, or (III) other service to the community. These categories are explained in some detail in the [Faculty Manual, Section 2.34](http://provost.syr.edu/faculty-support/faculty-manual/2-34-areas-of-expected-faculty-achievement-teaching-research-and-service/).

***\*Please attach your curriculum vitae with this form***

***Your department chairperson and/or dean will be asked to evaluate, from a professional standpoint, the significance of the information you present here.***

# FACULTY INFORMATION

Faculty Member Name       SUID# (**not** SS#)

Today’s date       Date of birth

School/College       Department

Rank       Date of appointment to current rank

Indicate if this form applies to tenure, promotion to Assistant Professor, promotion to Associate Professor, or promotion to Full Professor

## ACADEMIC BACKGROUND-EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Program** | **Dates attended** | **Degree** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### ACADEMIC BACKGROUND-EMPLOYMENT

| **Institution, ranks held** | **Effective date** | **Years in rank (including this year)** |
| --- | --- | --- |
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#### TEACHING AND ADVISING

*If insufficient space is provided for your response, please add pages at the end of the document with a reference in the appropriate item.*

1. **TEACHING**

Please describe the nature and extent of your teaching responsibilities at Syracuse University, with particular attention to information that will help the department and the Committee to understand your contribution in this area and to interpret information they may receive as to enrollments, curriculum development, reactions of students to your courses, etc. Feel free to provide a self-assessment of your work in this area and to suggest how your contribution should be evaluated by the department and the Committee.

1. **ADVISING**

**(Submit a statement about your philosophy and general style of advising.)**

|  |  |
| --- | --- |
| **b. Undergraduate advising** | **Estimated # per year** |
| **Lower division** |  |
| **Upper division** |  |
| **Honors programs, special opportunities, etc.** |  |

|  |  |
| --- | --- |
| **c. Graduate advising** | **Total #. during current rank** |
| **Recruiting advising** |  |
| **M.A. thesis committee** |  |
| **M.A. thesis advisor** |  |
| **Ph.D. thesis committee** |  |
| **Ph.D. thesis advisor** |  |
| **Alumni advising** |  |
| **Member or chairman of qualifying examination**  **committees and dissertation defense** |  |

|  |
| --- |
| **d. Other (perhaps informal)** |
|  |

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| --- |
| **e. Other teaching activities, curriculum development, guest lecturing, continuing education activities, free university courses, non-credit workshops, study group guidance** |
|  |

1. **SCHOLARLY/CREATIVE WORK**

*Please use the headings which seem appropriate to your case.*

1. Publications (for each of the three categories below list in reverse chronological order. Indicate by \* those items of significance in your judgement. Attach copies, reviews or other supporting evidence for these items.)
2. In print

2) Accepted for publication

3) Submitted for publication

1. Exhibitions and performances (List place, date, sponsored organization, and indicate whether by invitation or volunteered by candidate.)
2. Scholarly papers and addresses (Give title, date read, name of society, place of meeting, length of time allotted and indicate whether by invitation or volunteered by the candidate.)
3. Inventions, discoveries, patents, and improvements (Describe briefly.)

e. Work in Progress (Give title or subject, stage of completion, sponsorship when relevant, and estimated place and date of publication, exhibition, performance, or utilization.)

1. Names of persons outside the University who are in your field, familiar with your work, and whom you suggest be contacted for letters of recommendation.

g. History of research support, grant requests submitted and not funded, grants obtained, grants presently submitted but not yet decided.

1. **Other service**
2. Department, college or university committees.
3. Administrative duties.

c. Work with government, industry, private agencies or institutions in a professional capacity.

d. Participation in professional organizations, with offices, if any. Include all possible activities, responsibilities, assignments and appointments.

1. Community activities related to professional work.
2. Other community activities.
3. **Personal statement on distribution of activities**

*Few faculty members try to excel in all three of the categories of professional activity listed above; indeed, most of us emphasize one or two. Please estimate the distribution of your time among the three and then indicate which of the three is most significant in consideration of your promotion/tenure. (Candidates are reminded to review the criteria for promotion/tenure and values approved by the faculty of your School/College.)*

1. teaching \_\_\_\_\_\_%
2. advising \_\_\_\_\_\_%
3. creative work \_\_\_\_\_\_ %
4. other service \_\_\_\_\_\_ %
5. most significant \_\_\_\_\_\_%
6. explanation of above if appropriate

**VI. Candidate’s professional statement**

*In this section, the candidate is asked to address the ways in which the various accomplishments or aspects of work (teaching, creative/scholarly work, service) come together in ways that suggest particular strengths, talents, or promise.*