# Background Information

This template is best completed with a PC. If using a MAC, consult with division support for guidance.

###### PERSONAL DATA

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Discipline/Division: | Click here to enter text. |
| Rank Sought: | Choose an item. |
| Seeking Tenure: | Choose an item. |

###### HISTORY OF APPOINTMENT

|  |  |
| --- | --- |
| Appointed at rank of Instructor: |  |
| One-Year Renewable Appointment (if applicable) | Click here to enter a date. |
| Tenure Track (if applicable) | Click here to enter a date. |
| Promoted to rank of Assistant Professor | Click here to enter a date. |
| Tenure granted: | Click here to enter a date. |
| Promoted to rank of Associate Professor: | Click here to enter a date. |

I am eligible for promotion/tenure consideration under CBA Article VI.

QUALIFICATIONS

### INTERNAL EVIDENCE

|  |  |
| --- | --- |
| *Qualifications for promotion and tenure include* ***internal evidence*** *(other than instruction) of (1) teaching effectiveness; (2) educational and professional growth; and (3) productive activity for the College. Check the rank being sought.* | |
|  | Seeking promotion to Assistant Professor |
|  | Seeking promotion to Associate Professor/Tenure |
|  | Seeking promotion to Professor |

In the following sections list all information chronologically starting with the most **recent.** Note: Use “TAB” key when in bottom right cell of a table to add more rows. The material in this section is similar to that you would include on a C.V.

### ACADEMIC CREDENTIALS

|  |  |  |  |
| --- | --- | --- | --- |
| *List ALL Academic credentials.* | | | |
| Degree/Certificate/Courses | Institution | Major/Minor/Field | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### ACADEMIC COURSES TOWARDS DEGREE

|  |  |  |  |
| --- | --- | --- | --- |
| *(List pertinent academic courses towards earning a degree since appointment to FT faculty position.* | | | |
| Degree/Certificate/Courses | Institution | Major/Minor/Field | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### ACADEMIC EDUCATION (OTHER)

|  |  |  |  |
| --- | --- | --- | --- |
| *List ALL Academic Education not leading to a degree. (e.g. EDU courses) since appointment to FT faculty position.* | | | |
| Course Title and Number | Institution | Number of Credits | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### TEACHING EXPERIENCE/WORK RELATED EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| *List Teaching Experience/Work Related Experience recognized by Delta PRIOR to Delta Employment* | | | |
| Position | Institution | Course/Activity | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### DELTA TEACHING EXPERIENCE

|  |  |  |
| --- | --- | --- |
| Division/Discipline | Courses (Number and Name) | Date or Frequency |
|  |  |  |
|  |  |  |
|  |  |  |

### AWARDS OR RECOGNITIONS

|  |  |  |  |
| --- | --- | --- | --- |
| *List ALL Awards or Recognitions* | | | |
| Subject/Activity | Type | Location | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Professional development/educational Growth – For Assistant and Associate/tenure: since appointment. For Professor only: since last promotion.

### PROFESSIONAL CERTIFICATION/CREDENTIALS BEYOND DEGREE/C.E.U.’S

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *List conferences/workshops at which certificate of participation or C.E.U. was awarded. Such certificate or transcripted C.E.U. must be available upon request.* | | | | | | |
| Location | Sponsoring Agency/ Organization | Subject Matter/Topic | C.E.U/ Professional Certificate | Presentation (if presenter) | Date | Hours (if < full day) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Current membership in professional organizations

|  |  |  |
| --- | --- | --- |
| Organization | Committee Memberships/Offices Held (Dates) | Member Dates |
|  |  |  |
|  |  |  |
|  |  |  |

### PROFESSIONAL CONFERENCES/SEMINARS/WORKSHOPS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *List ALL Professional Conferences/Seminars/Workshops Attended* | | | | | |
| Location | Sponsoring Agency/ Organization | Subject Matter/Topic | Presentation (if presenter) | Date | Hours (if < full day) |
| *Example:*  *Washington D.C.* | *Association of Surgical Tech National Conference* | *Various Topics* |  | *May 23-27, 2016* |  |
| *Saginaw, MI* | *Surgical Technology Association* | *Surgical Technology* | *Apps for Surgical Technology*  *Anterior Cruciate Ligament Reconstruction* | *April 9, 2015* | *1 hour*  *2 hours* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### OTHERS RECOGNIZED BY THE DIVISION

|  |  |  |  |
| --- | --- | --- | --- |
| *List any others recognized by the Division including publication, research, educational travel, work-related experience, etc.* | | | |
| Subject/Activity | Type | Location | Dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# PRODUCTIVE ACTIVITIES OTHER THAN DIRECT INSTRUCTION – SINCE APPOINTMENT OR LAST PROMOTION

## INTERNAL

### Division committees, activities

|  |  |  |
| --- | --- | --- |
| Committee/Office Held | Responsibility | Date |
|  |  |  |
|  |  |  |
|  |  |  |

### COLLEGE GOVERNANCE/OTHER COLLEGE COMMITTEES, ACTIVITIES

|  |  |  |
| --- | --- | --- |
| Committee/Office Held | Responsibility | Date |
|  |  |  |
|  |  |  |
|  |  |  |

### SUPPLEMENTAL/RELEASE TIME ACTIVITIES

|  |  |  |
| --- | --- | --- |
| Activity/Purpose | Hours/Specify Release or Supplemental | Date |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Statement summarizing your accomplishments during your supplemental release time activity (summarize one activity per cell) |
|  |
|  |
|  |

### OTHER/INNOVATIVE TECHNIQUES, DEVELOPMENT OF NEW COURSE, ETC.

|  |  |  |
| --- | --- | --- |
| Activity | Purpose | Date |
|  |  |  |
|  |  |  |
|  |  |  |

## EXTERNAL:

### COMMUNITY SERVICE ACTIVITY

|  |  |  |  |
| --- | --- | --- | --- |
| *List any Community Service Activities* | | | |
| Activity | Responsibility | Location | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### PROFESSIONAL ACTIVITY

|  |  |  |  |
| --- | --- | --- | --- |
| *List any Professional Activities such as consulting, lecturing, speeches, TV interviews, presentations, not previously listed.* | | | |
| Activity | Subject | Location | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### OTHER

|  |  |  |  |
| --- | --- | --- | --- |
| *List any other activities recognized by the division* | | | |
| Activity | Subject | Location | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Teaching Philosophy and EDUCATIONAL AND PROFESSIONAL GROWTH STATEMENT

*Enter a statement below in the text box of* ***three pages or less*** *describing your teaching philosophy and summarizing how your professional/educational growth (as listed previously) has influenced your teaching/learning.* *In your statement, include how your teaching and professional/educational growth relates to Belonging, Equity, Diversity, and Inclusion (BEDI).*

Click here to enter Candidate Statement

# ADDITIONAL QUALIFICATIONS (All Ranks)

### How have you provided instructional assistance to course participants outside of regular class hours.

Click here to enter Candidate Statement

### I certify that I have met administrative requirements as specified in the CBA

Yes/No

# ADDITIONAL QUALIFICATIONS (Tenure Consideration Only; refer to 6.6.2 in the CBA)

### Evidence of Collegiality with Faculty Colleagues:

*Give examples of how you have worked effectively and respectfully with fellow employees to further the success of students and this institution.*

### Evidence of innovation and a focus on equity:

*Must be included for tenure consideration, can be discussed above in Educational and Professional Growth Statement.*

Click here to enter Candidate Statement

# LEADERSHIP SELF STUDY (Professor Considerations Only)

***LIMIT 2-3 pages in length****. Enter a statement describing your leadership and its impact. While letters of testimony to your leadership skills may be attached for Division use in the appendix, only excerpts will be included in the Associate Dean Summary. Note: It is inappropriate to include letters of testimony from anyone who would have a conflict of interest, such as anyone outside of Division level who would vote on your candidacy.*

Insert Candidate Statement Here

Promotion/Tenure COMMITTEE REPORT  
*A report prepared by the Promotion/Tenure Committee should be submitted electronically to the Division office by the committee. A separate template and instructions for this report can be found on the employee “Instruction and Learning” portal site or* [*here:*](https://sites.delta.edu/employeeinfo/InstructionandLearningServices/Promotion/Shared%20Documents/TEMPLATE%20PeerReviewCommittee%20updated%209.22.2016.doc)

Insert Promotion/Tenure Committee Report Here

# Division Recommendation

*Following the Division hearing, the ASSOCIATE DEAN shall forward a summary of the candidate’s Division recommendation.*

Insert Summary Here