EXED PAC Advice

PROMOTION
- Assistant to Associate: Excellent in one area, Satisfactory in others (teaching, scholarly achievement & professional qualifications, and professional service)
- Associate to Professor: Excellent in two areas, Satisfactory in other (teaching, scholarly achievement & professional qualifications, and professional service)

TENURE
- Meet performance and conduct standards required for promotion to associate (teaching, scholarly achievement & professional qualifications, and professional service)
- Enhance the academic environment of the academic unit and university
- Long-term needs, objectives and missions of the department, college and university

RANKING SYSTEM:
- Unsatisfactory: 0,
- Satisfactory: 1,
- Excellent: 2

Considerations: for clarifying criteria or expectations

Professional Service
- Consultation vs. service [paid or non-paid, one-time involvement or ongoing involvement, information delivery or multi-faceted, etc]

Teaching
- Reflection on teaching
  - Content [currency, reflect evidence based practice, reflect recommended practice/CEC standards, etc., integration of technology and diversity, linkages with prior/succeeding courses, etc]

- One-way vs mutually beneficial [providing service to school &/or agency, providing service and receiving benefit for program, college &/or university, service to LEAs &/or agencies, to professional organizations, to program, department, college, unit, university, and/or community]

√ Links back to CoE and EXED
  - Enhances
  - Supports

√ Time commitment [are you a nominal member, attending meetings, participating on sub-committees, taking a leadership role]

√ Responsibilities assumed

√ Support to the learning community
  - Profession/Discipline
  - University
  - Local
  - Global/International

√ Development within the service
  - Growth across time
  - “one shot”

√ Outcomes generated [products produced, goals achieved, etc]

√ Linkages between teaching, scholarship and service
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- Process [information delivery, competency demonstration, reflection and assessment, active learning and student involvement, etc]
- Dialogue and consult with peers about teaching
- Contribution to curriculum development or revision [course development, program development, university development]

Teaching load
- New preparations
- Enrollment size
- Delivery model
- Number of credits

Student feedback [how it is gathered, how it is used]
- Innovation in process/use of research to inform process
- Use of data to guide decision making

- Proposal submitted, proposal accepted, attendee, facilitator, keynote, etc
- Research
  - Role/responsibilities [author, project director, consultant, hired expert, etc]
  - Scope of study [evolution across time, linkages to teaching and/or service, etc]
- Publications
  - Affiliation – professional organization journal, newsletter, proceedings from conference, popular media, textbook, chapter in text
  - Editor or Reviewer – affiliation, consistency, role/responsibility
- Outcomes generated
- Links back to CoE and EXED

Scholarly Activities and Professional Development

- Participation in professional development opportunities [focus: teaching, service, scholarship, expansion into new interest, refinement of knowledge and skills in existing/continuing are of interest]]
- Conferences
  - Affiliation – national, regional, state, local,
  - Affiliation – recognized professional organization
  - Degree of involvement – poster, round-table, presentation, workshop, invited keynote
  - Participation vs Presentation [invited – individual recognition, invited – mass invitation,

Professional Dossier would include reflective and evaluative documents.

- Personal Data
- “Distribution of Effort” which is basically the tables from your APRs regarding your loads and productivity
- Teaching and Advising which consists of your loads but also your course evaluations, development and/or revisions of materials, courses, or program, student groups you are involved with, advising numbers and role, general relations with students, guest lectures to student groups, involvement of students in professional activities
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- such as teaching, writing and presenting.
- Scholarly Achievements and Professional Qualifications which consists of grants written and submitted (funded and unfunded), research, presentations, publications, contracts, professional trainings you’ve engaged in such as CIT workshops, courses you’ve audited or taken, efforts at continued professional growth and renewal.
- Professional Service which consists of professional memberships, leadership roles, contributions to professional meetings and committees, include local, state, national and international, service outside of JMU as well as to JMU (program, department, college, unit and university), contractual obligations to other agencies besides JMU, guest lectures, etc.
- Recognitions and honors can consist of awards, nominations, thank-you notes from students or colleagues, notices of appointment, etc.

Reflection on process as well as productivity, demonstrating linkages across teaching, scholarship and service and establishing the depth and breadth of your professional practice and growth are recommended.

Look at this as an opportunity to reflect on your beliefs and practices, and to share this with others.

The College committee charged with this topic will meet to review and update the dossier information. When we receive that information it will be provided to you.