

## **APPENDIX D (P-FORMS)**

<a href="#">P-1 Form</a>	D2-D10
<a href="#">P-2 Form</a>	D11-D14
<a href="#">P-3 Form</a>	D15-D18
<a href="#">P-4 Form</a>	D19-D22

## University of the District of Columbia: Application for Promotion

Use this form to summarize and append all documentation that supports your promotion narrative. Append supporting documents/artifacts where referenced. Submit this form, with appended documents, along with your promotion narrative to your Department Chairperson no later than the second Friday of September.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

College/School: \_\_\_\_\_

Dept/Division/Program: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Salary Band: \_\_\_\_\_

Date promoted to current rank, if applicable: \_\_\_\_\_

Tenure Status: \_\_\_\_\_

Date of initial employment at  
UDC or predecessor institution: \_\_\_\_\_

Rank applying for: \_\_\_\_\_

## I. Earned degrees and certificates

Degree	Major	Institution	City/State	Date

The remainder of this application pertains to the time period from the date of successful application for promotion to the current rank. If the current rank is the rank at hire, report activities from the date of initial appointment.

## II. Performance Evaluations

Beginning with your most current evaluation rating, please provide the summary ratings for each evaluation period completed since your last promotion or assignment to your current rank. Attach copies of your fully executed Faculty Planning Forms for each period [here](#).

Evaluation Period	Evaluation Rating

## III. Teaching

A. Include here (or in a separate document in your portfolio) a brief statement of your teaching philosophy and a concise narrative (500-600 words) that highlights evidence of teaching success, connecting examples of student outcomes to specific classroom activities, experiential learning opportunities, pedagogical practices, and/or assessment methods you have implemented. Also include any curriculum- and career-centered course design and any teaching practices adopted by others to support student achievement or the scholarship of teaching and learning.

1. Courses taught and developed (if applicable) since last promotion or since arrival at UDC. If you taught at a prior institution, you may include up to two years' worth of courses taught prior to arrival at UDC.

Year & Term	Course No. & Title	Institution	Credit Hours	Attachments (links may be provided to syllabus and evidence of teaching success).


#### IV. Scholarship and Professional Activities

##### A. Continuing Education/Professional Development

##### 1. Courses completed for academic credit

Date	Course No. & Title	Institution	Credit Hrs.	Attachment

Has an official transcript been filed with the Office of Academic Affairs?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

2. Short Courses, Workshops, etc. completed (not included in III A1)

Date	Title	Role	Sponsor(s)	Hours/ CEU	Attachment

3. Conference Participation

Date	Nature of Conference/Sponsoring Organization	Role	Attachment

## B. Authorships

### 1. Books

Date	Title	Publisher	Co-Authors(s)	Analytics	Attachment

### 2. Published Papers, Articles, Reports, etc.

Date	Title	Publisher	Co-Authors	Analytics	Attachment

### 3. Completed Unpublished Papers, Articles, Reports, etc.

Date	Title	Co-Author(s)	Attachment

## C. Research Activities

### 1. Proposals

Date	Title	Funding Source	Funded		Funding Period	Attachment
			Yes	No		

### 2. Research in Progress

Starting Date	Est. Completion Date	Brief Description	Funded/Funded Amount	Attachment

D. Creative works, shows, exhibits

Date	Nature of work/ Brief Description	Sponsoring Organization/Venue/Fundi ng	Attachment

E. Copyrights|Trademarks|Patents|Technology Commercialization

Description	Attachment

V. University Service (include all relevant information)

1. Departmental

Date	Activity	Total # of Estimated Hours	Attachment




## 2. College-Wide

Date	Activity	Total # of Estimated Hours	Attachment

## 3. University-wide

Date(s)	Activity	Total # of Estimated Hours	Attachment


4. Community Service (include all relevant information)

Date(s)	Activity	Total # of Estimated Hours	Attachment

Date: \_\_\_\_

Signed \_\_\_\_\_  
Faculty Member

**CHAIR'S REVIEW OF APPLICATION FOR PROMOTION**

Applicant's Name:

Current Rank:

Tenure Status:

For the Rank of:

Eligibility Verification: \_\_\_\_\_ (Chair signature). Comments (if any):

Category	Observations
<b>I. Teaching</b> a. Evidence of student learning outcomes achieved b. Connection of learning to teacher's pedagogical practices c. courses designed d. assessment practices e. Influence on other teachers, programs, scholarship of teaching and learning	

II. Performance Evaluation	
III. Continuing Education/Professional Development	
IV. Scholarly Products A. Authorships	

B. Research	
C. Works, Shows, Exhibits	
D. Copyrights Trade-marks Patents Technology Commercialization	
E. Other Professional Activities	

VI. Service A. University Service	
B. College/School and/or Dep/Division Service	
C. Community Service and Service to the Dis- cipline	

☐ Strongly Recommended

☐ Recommended

☐ Not Recommended

Ranked Number \_\_\_ of \_\_\_

Reason:

Date:

Signed: \_\_\_\_\_

**COLLEGE PROMOTION COMMITTEE'S (CPC) REVIEW OF APPLICATION FOR PROMOTION**

Applicant's Name:

Current Rank:

Tenure Status:

For the Rank of:

Eligibility Verification: \_\_\_\_\_ (CPC Chair signature). Comments (if any):

Category	Observations
<b>I. Teaching</b> a. Evidence of student learning outcomes achieved b. Connection of learning to teacher's pedagogical practices c. courses designed d. assessment practices e. Influence on other teachers, programs, scholarship of teaching and learning	

II. Performance Evaluation	
III. Continuing Education/Professional Development	
IV. Scholarly Products A. Authorships	



B. Research	
C. Works, Shows, Exhibits	
D. Copyrights Trade-marks Patents Technology Commercialization	
E. Other Professional Activities	

V. Service A. University Service	
B. College/School and Dept/Division Service	
C. Community Service and Service to the Dis- cipline	

☐ Strongly Recommended

☐ Recommended

☐ Not Recommended

Ranked Number \_\_\_ of \_\_\_

Reason:

Date:

Signed: \_\_\_\_\_  
CPC Chair

**DEAN'S REVIEW OF APPLICATION FOR PROMOTION**

Applicant's Name:

Current Rank:

Tenure Status:

For the Rank of:

Eligibility Verification: \_\_\_\_\_ (Dean signature). Comments (if any):

Category	Observations
<b>I. Teaching</b> a. Evidence of student learning outcomes achieved b. Connection of learning to teacher's pedagogical practices c. courses designed d. assessment practices e. Influence on other teachers, programs, scholarship of teaching and learning	

II. Performance Evaluation	
III. Continuing Education/Professional Development	
IV. Scholarly Products A. Authorships	

B. Research	
C. Works, Shows, Exhibits	
D. Copyrights Trade-marks Patents Technology Commercialization	
E. Other Professional Activities	

VI. Service A. University Service	
B. College/School and Dept/Division Service	
B. Community Service and Service to the Dis- cipline	

☐ Strongly Recommended☐ Recommended☐ Not Recommended

Ranked Number \_\_\_ of \_\_\_

Reason:

Date:

Signed: \_\_\_\_\_