

# INSTRUCTIONS FOR USE WITH PRESIDENT'S FORM 36

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## PART I

For each person nominated for promotion, a President's Office Form 36 is to be prepared. The following instructions will assist in preparing the form.

- Item 1** Enter last name, first name, and middle name or middle initial. If the nominee does not have a middle initial, please mark area with NMI. Personal data, such as date of birth and social security number, should not be included.
- Item 2** Be certain to enter complete rank and title, i.e., "Professor of Animal Science" or "Instructor in English," not "Professor" or "Instructor."
- Items 3/4** "Year" in Items 3 and 4 refers to year of appointment or promotion.
- Item 5** Penultimate Year (if applicable)
- Item 6** Enter degrees earned (including year), institution attended, and years attended.
- Item 7** Reference is made to University Promotion Policy, Section I, Paragraph one. In Item 6, an "X" is to be entered in the column to indicate the primary area(s) of excellence that form the basis for the promotion.
- Item 8** Following the Primary Committee vote, enter the number voting "Yes," "No." If this vote is not recorded, an explanation must be given by the dean or department head.
- Item 9** Normally, comments will be evaluative in nature because factual data are to be presented in attached pages. The department head must record his/her recommendation with an "X" and affix his/her signature.
- Item 10** Following the Area Committee vote, enter the number voting "Yes," "No."
- Item 11** Following the Area Committee meeting, the dean will record his/her recommendation with an "X" and sign the document. In the event the Area Committee vote reverses that of the Primary Committee, the dean will be expected to summarize the reason(s) in writing.
- Items 12/13** These items are reserved for use by the University Committee.

## PART II

Additional pages are to be attached as needed to support the nomination. In the lower right-hand corner of each page, type the last name of the nominee, followed by the page number. Use only those topics below that are meaningful for the person being nominated.

Duplicate documents back-to-back, stapling materials in the upper left-hand corner.

## GENERAL INFORMATION

In addition to the Academic Record, it is suggested that the non-Purdue University professional experience be reported. Such topics as the following should be included:

- a. Academic appointments
- b. Industrial, business, and governmental positions
- c. Licenses, registrations, and certifications
- d. Citations in biographical works such as Who's Who in America, American Men & Women of Science, etc.
- e. Awards and honors
- f. Memberships in academic, professional, and scholarly societies.

## BASIS OF NOMINATION

### Section A: LEARNING

If the candidate is being proposed for excellence in teaching, the following topics will be useful in listing supporting data. Obviously, not every topic will apply.

1. Courses taught during past three years (course numbers and titles)
2. Courses for which he/she has administrative or supervisory responsibility during past three years
3. Contributions in course and curriculum development
4. Preparation of instructional materials (textbooks, laboratory manuals, statements of course objectives, student outlines, visual aids, etc.)
5. Experimentation in teaching methods and techniques
6. Special activities, which have contributed to teaching effectiveness
7. Participation in summer institutes and other programs
8. Recognition received from students and other evidence of impact on students
9. Other evidence of teaching excellence.

In addition to such factual data, Item 8 and/or Item 10 on Form 36 should carry statements intended to evaluate the nominee's teaching along with his/her prospects for future development as a teacher. Student evaluations of teaching for all courses taught in the last three years also should be reported in the promotion document. Undocumented, anecdotal comments about teaching expertise should be kept to a minimum.

### Section B: DISCOVERY

If this category is checked in Item 6, there should be a section in the attachments so designated. The following topics may be useful in listing supporting facts:

1. Published work:
  - a. Publications should be clearly separated into at least the following categories: books, book chapters, book reviews, bulletins, conference reports, refereed articles, review essays, etc. The arrangement of these categories is left to individual departments and schools. All publication references should be full citations including co-authorship, name of the publication, volume number, year, and full pagination. In instances of multiple authorships, the complete listing of authors should be made, but the primary author(s) should be designated with an asterisk(s). Newsletters, popular magazine articles, or other materials of temporary educational value should not be reported in this section. Such materials should be presented as evidence under Section C: Extension, Service, and University Outreach Activities.  
**Examples:** Strauss\*, J. H.; Orr, S. T.; and Charney, E., Referrals from an Emergency Room to Primary Care Practices at an Urban Hospital. American Journal of Public Health, 73(1); 57-61, 1985.  
Logan, J. S. and Shenk\*, T., Transcriptional and Translational Control of Adenovirus Gene Expression. Microbiological Reviews, 46(4); 377-383, 1986.
  - b. Unpublished works may be included under the following definition:
    - (1) *In-press* refers to works that have been accepted/approved in final form and are awaiting specific publication schedules.
    - (2) *Submitted* refers to works that are presently in the process of review. Works "in preparation" are **not** to be included.

- c. Particular publication procedures in use in given academic areas should be clearly pointed out. For example, in mathematics it has long been the custom for students to publish their theses without including the major professor as a co-author. In cases of this type, a listing of the publications of graduate students for a given professor should be included in the discussion of his/her contributions to the graduate program of his/her department. (See Part II, C-5 below.)
  - d. It would be helpful to include where the publications are ranked in one's field (first tier, second tier, third tier).
  - e. Candidates are encouraged to include a section of what work they have planned or anticipated beyond what is published.
2. Exhibition of creative work. Give dates and locations.
  3. Other evidence of creative excellence.
  4. Invited lectures presented at regional, national, and international society meetings and/or other educational institutions.  
*Example:* "Outcomes of Instruction," Symposium on College Instruction, Urbana, Illinois, June 1987.
  5. Evidence of the nominee's involvement in the graduate research program of his/her department. Such evidence would include: (a) acting as major professor for student theses, (b) significant consultation with graduate students concerning their research, and (c) direction of research in the absence of the student's major professor (specify which one) in the last five years. (Indicate number of students, list theses titles, and designate those that have been published in the conventional procedures.)  
*Examples:* "Analysis of Small Group Behavior," M.S., 1984 (published).  
"Criteria for Identifying Effective Farm Managers," Ph.D., 1986 (unpublished).
  6. Research grants and awards received. (Please see template attached.)
  7. Current research interests, including experimentation and other projects in process.
  8. Evidence of interdisciplinary activity.
  9. Other evidence of national or international recognition, including service as editor, member of editorial advisory board, or reviewer for professional journals.

In addition, the department head and/or dean will probably want to evaluate the candidate's excellence in Item 8 and/or Item 10 on Form 36.

### **Section C: ENGAGEMENT**

For the candidate who is proposed on the basis of excellence in service, topics similar to the following may be useful:

1. A description of the major programs with which the candidate is associated and his/her role in initiating, administering, or supervising these programs

2. Evidence of teaching excellence in terms of how well people participate and make use of the information presented. Include innovations and contributions to improve teaching methods in the area of continuing education.
3. Principal conferences, schools, workshops, short courses, and other organized educational activities participated in during the past five years. Indicate degree of participation as coordinator, chair, lecturer, otherwise, and the number of people reached by these activities.
4. Conducting studies and investigations needed to support educational programs.
5. Translating research information and writing publications designed to enable people to put scientific information into practice.
6. Advising, counseling, and recruiting students.
7. Special teaching assignments away from his/her home campus during the past three years, such as workshops.
8. University or departmental administrative service (including work on administrative committees).
9. Offices held in state, national, or international societies.
10. International Programs, Technology transfer, Commercialization
11. Public and/or governmental service activities, including international programs.
12. Community service activities. Only community services directly related to professional and scholarly activities should be reported.
13. Consulting activities that have a bearing on his/her candidacy.
14. Other evidence of national recognition.

In addition to the presentation of such facts, Item 8 and/or Item 10 on Form 36 should include evaluative statement(s) of his/her service contributions to the University.

### **ADDITIONAL INFORMATION**

In addition, promotion files must contain all letters solicited from outside referees, especially where a promotion based on national or international status is put forward. Someone other than the candidate should select some of the outside referees. A copy of the solicitation letter as well as the credentials and relationship to the candidate for all letter writers must be included in the nominee's promotion file.