



DIRECTIONS: APPLICATION FOR ADVANCEMENT

Lecturer/Clinical Instructor/Laboratory Instructor

NOTE: Refer to the current *Faculty Handbook* for additional information

Prepare a document addressing the following categories. Use a 12-point font with standard margins. Number the pages, and use your name as a header. If a category does not pertain to you, indicate "Not Applicable" or "N/A." Note categories by using bold print and/or capital letters. Unless otherwise noted, use a three to five-year time frame as most relevant for your application. Place document in a three-ring notebook. Provide selective documentation as evidence in appendices at the end of the document. Place completed [Application for Advancement cover page](#) at the front of the notebook.

1. **Job Description**. Write a brief narrative of your job description since you were hired at UCA, and if applicable how your job has changed. Provide a summary of your duties and responsibilities for the current year and each of the three to five previous years at UCA. If less than 100% teaching, provide percentages to describe your work-load, e.g. 75% teaching, 25% scholarship. This narrative provides a basis for assessing your performance and application for advancement. The chairperson is to note his/her verification of this section on the cover page. It is recommended that this be done early in the development of the application document.
2. **Educational Background**. Include college/university attended, degree, date of degree for all degrees. List in reverse chronological order. Include any course work since last degree, with name of course, institution, date, and credit.
3. **Special Certifications/Licensures/Training**. Explain criteria that must be met to maintain licensure/certification.
4. **Teaching Experience at UCA**. In addition to traditional classroom instruction, include those responsibilities which have a direct impact on the instructional program of students, i.e. directing or supervising clinical/field placements, advising students.
 - a. **Teaching Narrative**. Provide a description of the type of teaching you do, i.e. didactic course, clinical instruction, laboratory instruction, one-on-one instruction. Include a description of your approach to teaching, your goals, teaching styles, innovative techniques, etc.
 - b. **Courses Taught**. Indicate if on-campus or off-campus or new. Also include year, course number, and course title.

- c. Advising Load. Include description of advising responsibility, number of advisees each year.
 - d. Other Teaching Experience/Activities, e.g., course development, clinical supervision. Provide description of responsibilities and activities.
 - e. Instructional Effectiveness. Summarize your instructional effectiveness. Include student rating forms, student comments, and, if relevant, other evaluation forms for past three to five years. Provide an analysis of your instructional effectiveness relative to your strengths and areas of improvement.
5. Scholarship or Other Professional Activities. (Address the areas relevant to your position for the past three to five years.)
- a. Scholarship Narrative. Provide a brief description of your major accomplishments and their relevance to your faculty role.
 - b. Publications, presentations, creative activities, performances, grants, etc. For grants, list all submissions, with the word(s) funded, not funded, or pending alongside each proposal citation. Use traditional reference citation as appropriate.
 - c. Scholarship of Teaching and/or Professional Practice. (Refers to the application of research to the practice of teaching or the practice of the professional discipline, or to the dissemination of knowledge generated in the practice of teaching or the discipline.) Provide a description.
 - d. Substantial contributions to and/or authorship of major accreditation, academic, or professional discipline reports. Provide a description.
6. Professional Service. (Address only the areas relevant to your position for the past three to five years.)
- a. Professional Service Narrative. Provide a brief description of your major accomplishments and their relevance to your faculty role.
 - b. List the UCA committees (department, college, and university) on which you have served, indicate if chair or secretary. Briefly describe your role and/or participation on these committees.
 - c. Describe other forms of university service to the department, college, and/or university which may not be addressed by committee service, e.g., assisting chair with program revisions, special departmental activities.
 - d. List other community service and professional service activities related to your position or professional expertise.
7. Professional Growth. (Include activities in which you have participated for the past three to five years that are relevant to your position.)
- a. Professional Growth Narrative. Provide a brief description of your major accomplishments and their relevance to your faculty role.
 - b. Continuing Education. List activities in which you have participated in the last three to five years. Include both on-campus activities, i.e. Instructional Development Center workshops, and off-campus activities such as attending professional conferences or specialized training.
 - c. Other Professional Development. Describe other avenues you have used to maintain currency in your discipline and/or to enhance your faculty role.
8. Honors/Awards. Describe any awards or honors you have received.

9. Administrative Responsibilities. (Include activities in which you have participated or been assigned responsibility for that are of an administrative nature, including coordination or management activities.)
 - a. Administrative Responsibilities Narrative. Provide a description of your responsibilities in this area. Include a description of your approach, innovative techniques, accomplishments, etc.
 - b. Administrative Effectiveness. Summarize your administrative effectiveness. Include letters or other evaluative documentation if relevant. Provide an analysis of your administrative effectiveness relative to your strengths and areas of improvement.
10. Other. Include any other information you want to have considered that is not included in the above categories. (For most applicants, N/A is likely an appropriate response.)