UMSL | Center for Teaching and Learning
University of Missouri–St. Louis

CLINICAL

PROMOTION FOR NON-TENURE-TRACK FACULTY IN ∷myVITA

I. EDUCATIONAL, ACADEMIC AND PROFESSIONAL BACKGROUND

List in order: name, current position, educational history, professional credentials, and employment history.

<u>**Name**</u> and <u>**Current Position**</u> are preloaded for you – *ignore this information.* It will be in the report automatically. <u>**Educational History**</u> may be updated by going to **Profile** and clicking on **Degrees**. Add each degree you've earned. <mark>Don't worry about order</mark> – this is automatically altered in the report. Be certain to click the box for your highest degree.

▼ Degrees   ❓ Help

Degree	Discipline	Year	Institution	Is this your highest degree?	Actions
A.A.	General Studies	1981	St. Paul's College		✏ ✖
B.S.	Music Education; Theatre/Communication	1983	Concordia College - Nebraska		✏ ✖
M.S.E.	Secondary Music Education	1988	Southwest Missouri State University		✏ ✖
Ed.D.	Music Education	1999	University of Illinois - Urbana/Champaign	✔	✏ ✖

Add

For <u>**Professional Credentials**</u> go to **Profile** and click on **Professional Licensures and Certifications** to add this information. Many faculty don't have anything to add here. If you do have licensures or certifications that are relevant to your position, click the Add button at the bottom.

▼ Professional Licensures and Certifications   ❓ Help

Title	Organization	Month / Year Originally Conferred	Does this Licensure / Certification expire?	If so, please indicate Month/Year	Actions
Missouri Teaching Certificate (Lifetime)		December 1986	No		✏ ✖
Orff Level I Certification	American Orff Schulwerk Association	August 1995	No		✏ ✖
Orff Level II Certification	American Orff Schulwerk Association	July 1996	No		✏ ✖
Orff Level III Certification	American Orff Schulwerk Association	August 1997	No		✏ ✖
Orff Master Class	American Orff Schulwerk Association	July 2000	No		✏ ✖

<u>**Employment History**</u> is found under **Profile,** then **Work and Professional Experience.** Once there, click the Add button at the bottom of this section. Enter each item separately.

<mark>Don't be concerned about the order</mark> – the print out will reorder chronologically (or you can alter the appearance by clicking on the arrow after "Years", although this is a temporary fix). (Example below.)

Position	Organization	Years	Actions
Assistant Professor; Associate Professor; Interim Dept. Chair; Dept. Chair	University of Louisiana at Monroe	(1999-2006)	✏️ ❌
Assoc. Prof.; Music Education Director; Assoc. Dir. - Center for Teaching and Learning	Boise State University	(2006-2014)	✏️ ❌
Associate Provost	University of Missouri-St. Louis	(2015-Ongoing)	✏️ ❌
Director, Center for Teaching and Learning; Assoc. Provost for Professional Development	University of Missouri - St. Louis	(2015-Ongoing)	✏️ ❌
Graduate Assistant; Supervisor of Early Field Experiences	University of Illinois - Urbana/Champaign	(1993-1994)	✏️ ❌

II. PRIMARY RESPONSIBILITY: CLINICAL

For everything following – create a word document and build this information outside of myVITA – then copy & paste once you're satisfied with what you have.

Requirements:
NOTE: items in italics below are auto-generated

A. Provide a brief statement of your philosophy of teaching clinical and/or didactic topics (1-2 pages typically).

B. List goals and accomplishments to clinical education and practice, including your most creative contributions.

> Accomplishments might include delivering clinical care in specialty areas or general practice, integrating student experiences within clinical environments, integrating and facilitating transitions between clinical and didactic activities, and adapting new knowledge and technologies into teaching or the program.

C. *List the courses, whether they are clinical, didactic, or laboratory, and the number of sessions and students per course. Consider your roles with the students and patients; are you coordinating courses, team teaching, supervising student clinical encounters, or directing and monitoring externships.*

D. *List research and independent study projects supervised, including master's theses and doctoral dissertations.* Also include extended mentoring activities. Elaborate briefly on the topics and significance of projects and the parts you played.

E. *List teaching done through continuing education/extension and teaching done at other institutions.* Also, report clinical practice either in a faculty practice or outside the university. Elaborate on the significances of CE teaching and clinical practice in the clinical education process.

F. *Give a complete listing of publications (include full bibliographical citation), peer reviewed or otherwise, and output relating directly to teaching.*

G. *List materials developed relating to clinical education.*

H. List all other activities including community and professional involvements including their impact on teaching.

A. Philosophy Statement of Clinical/Didactic Teaching

Even though you might expect to find a Clinical tab in myVITA, you won't. Since the primary topic here is about teaching either in clinic or in the classroom, we decided to use one tab for Teaching and Clinical faculty. Click on **Profile**, then on **Teaching Statement and Overview**. All of the information that should be in the Teaching Section for promotion will be at least referenced here. Be certain to include the letters in bold above. If you have nothing there, put n/a.

Reminder: The Statement of Teaching Philosophy needs to include everything in the teaching section – not just your philosophy statement.

A. Philosophy Statement of Teaching Clinical and Didactic Topics

Students typically find some subjects easier to learn than others. Frequently a student will struggle even when true effort has been made. In math or language arts, the student knows he/she must continue working at that particular area of the curriculum from at least Kindergarten through college. The effort must be maintained. Music, however, is a subject that can easily be discarded if the learner finds it difficult. As one who prepares future music educators, I view my task as one of ensuring the future teacher has the skills and knowledge necessary to present accurate information in an intriguing manner so that my students' students will gain a well-rounded and complete education. ...

B. Clinical Education Goals & Accomplishments ....

C. Clinical/Didactic/Laboratory Courses Taught at UMSL (see below)

- *myVITA will automatically load this information from Courses Taught - it may not pull alll information required*
- *include in this section course eval summaries, if required by your department*
- Roles with students/patients will have to be added here as well as serving as course coordinator, team teaching, aspects surrounding supervising student clinical encounters, etc.
- *If you wish to elaborate on the signficance on any course, students in the course or number of students taught, include that information here in C.*

D. Undergraduate and Graduate Research/Independent Study Projects (see below) or (n/a)

- *myVITA will pull this information from Mentorship of Students, Interns, Residents, and Fellows - however, myVITA will not provide an opportunity to elaborate on the topics and significance. Include that information here.*

E. Continuing Education/Extension Teaching or Teaching at other Universities for Credit (see below) or (n/a)

- *myVITA does automatically pull this information in to myVITA, but it does not provide a space for your explanation to show significance, or information regarding invited lectures or in-residence professorships*
- *You will also have to add in this section information about clinical practice at UMSL or at an outside agency*

F. Publications Relating to Teaching (see below) or (n/a)

- *myVITA can't distinguish teaching publications from others*
- *Include this information (including full bibliographical citation)*

G. Materials Developed Relating to Clinical Teaching

Either include information here or put n/a

H. Activites or Impacts Relevant to Teaching

Either include information here or put n/a

B. Clinical Education and Practice Goals and Accomplishments

This section will include delivering clinical care in specialty areas or general practice, adapting new knowledge and technologies, etc. Be sure to draw connections between practice and didactic activities.

C. Courses Taught at UM – St. Louis

While this is preloaded, you may be expected to include average course evaluation ratings. If so, you'll still have to add this information to your Teaching Statement. We recommend creating a table under the header row (like Graduate or Undergraduate courses), then removing the borders. This will allow the copy/paste into myVITA to retain formatting.

Also, if you don't have to include course eval numbers (some departments do this for you) and **if** you don't teach courses that have both on-campus and off-site all embedded in one section, you won't have to add this information – unless you want to talk about the significance of some of the courses (like that you built a course for 180 online students in one section when it used to be taught as 6 separate face-to-face sections.) That's significant and worth the mention here. See a CTL staff member if you need to think through how that might look in this section.

Finally, myVITA won't list the number of sessions per course so you'll need to include that here. Also include your role with the students and patients.

It might look like this:

Graduate Course (1)	**Semester**	**Role(s)**	**Instructor Score**	**Course Score**
Introduction to Research in Music Education (MUSED5710)	Fall, 2018	N/A	n/a	n/a

Undergraduate Courses (2)	**Semester**	**Role(s)**	**Instructor Score**	**Course Score**
Introduction to Music in the Elementary School for Classroom Teachers (MUSED 3770)	Fall, 2015 Fall, 2016	Clinical Supervisor Clinical Supervisor	n/a 4.45	n/a 4.72
Teaching Elementary and Secondary General Music for the Music Major (MUSED 3570)	Fall, 2017	Clinical Supervisor	4.88	4.90

D. Undergraduate and Graduate Research and Independent Studies Supervised

This information should be entered in myVITA in the section titled **Mentorship of Students, Interns, Residents, and Fellows.**

Add each student, the title of their project, thesis, dissertation, etc., your role and the committee type. If you don't have anything to add regarding the student, then you can just put (see below) next to D. If, however, you want to mention that your doctoral student's dissertation won the top prize for dissertations in the nation this year, you'll want to add notes in this section about the work your students have accomplished. If you don't have anything here to report, list n/a.

▼ Mentorship of Students, Interns, Residents, and Fellows

Include supervision of undergraduates, graduate students, post-docs and others for whom you provide supervision, instruction, or mentorship.

Student Last Name	Student First Name	Student Level	Start Semester	End Semester	Mentorship Type Activity or Committee	Faculty Mentorship Role (check all that apply)
Bennett	Rosemary	Master's	Fall 2006	Spring 2008	Master Committee	Chair
Conlon Khan	Lori	Doctoral	Fall 2008	Spring 2012	Ph.D. Committee	Chair
Falconer	Leigh	Master's	Fall 2011	Spring 2013	Master Committee	Chair

E. Continuing / Extension Teaching / Courses Taught at Other Institutions

This information is entered in two different sections in myVITA. Continuing/Extension teaching is in **Continuing Education (delivered to external audience)** and **Extension Teaching**. This includes teaching that might be for continuing education credits (for the audience) or workshops offered when it doesn't relate to your specific position at the University. Talk to your chair about specifically what your department includes in this category. Since this information will be automatically included, just add (see below after the title for this section). However, if you want to include an explanation about invited lectures or in-residence professorships, etc., include that information here (but still indicate to see below). Also, clinical practice either in a faculty practice or outside the university will not reside in an easily accessible location to pull into this section. Please add that information here. If you don't have anything here to report, list n/a. (Example below.)

Title of Course		Conference/Event Name	Sponsor		Start Semester	End Semester
Syllabus development	^	Academy of Excellence for University Professors	University of Louisiana - Monroe	^	Fall 2004	Fall 2004
Syllabus development		Academy of Excellence for University Professors	University of Louisiana - Monroe		Fall 2005	Fall 2005
Advising: Beyond assigning classes		Academy of Excellence for University Professors	University of Louisiana - Monroe		Fall 2005	Fall 2005
Tenure and Promotion		Academy of Excellence for University Professors	University of Louisiana - Monroe		Fall 2005	Fall 2005
Visualizing sound		Idaho Orff Winter Workshop	Idaho Chapter of the American Orff Schulwerk Association		Spring 2007	Spring 2007
Teaching the hard parts: Making it possible for elementary students to break the register on soprano recorder		Idaho Orff Winter Workshop	Idaho Chapter of the American Orff Schulwerk Association		Spring 2011	Spring 2011
Exploring the new Common Core: Does this change what or how we teach?		Idaho Orff Winter Workshop	Idaho Chapter of the American Orff Schulwerk Association		Spring 2013	Spring 2013

The other category for this section is **Courses Taught for Academic Credit at Another Institution.** Enter these courses and complete required information.

▼ Courses Taught for Academic Credit at Another Institution

In this section, you can enter information about courses you have taught for academic credit **at another institution outside of the UM ca** Courses entered in this section will not be included in the UM official record of courses taught or instructional workload calculations.

Notes:

- *Do not report any UM courses in this section.*
- *While these courses will not appear on an Institutional CV, you may incoporate this section into a Personal CV in VITAS & BIOSKETCHES.*

Institution	^	Course Prefix and Number	Course Title	^	Credit Hours	^	Clinical Contact Hours	^	Instructor Role	^	Course Coordinator	Start Semester	End Semester
Boise State University		MUS 372	Teaching Music in the Elementary Classroom		3				Sole Instructor		No	Fall 2007	Fall 2007
Boise State University		MUS 503	Introduction to Music Research		3				Sole Instructor		No	Fall 2007	Fall 2007

F. Publications Relevant to Teaching

This is for Scholarship of Teaching and Learning (SoTL), typically. Depending on your department, most enter this information in Scholarly Contributions and Creative Activities. If so, you'll have to re-enter the information here. It might look something like this. <mark>If you don't have anything here to report, list n/a.</mark>

Ahten, S., Anson, R., Brudenell, I., **Goodman, J.**, Orton, E., & Reavy, K.* (2010). Influencing metacognition through computer-supported collaborative learning: Lessons learned from a faculty learning community. *Learning Communities Journal*, *2*(1), 49-72.

*Authors listed alphabetically

G. Materials Developed Related to Clinical Education

This is typically workbooks, handbooks, or development of online versions of a course. You'll need to add this since it might appear in more than one place in myVITA. <mark>If you don't have anything here to report, list n/a.</mark>

H. Other Activities Relevant to Teaching

This might be community or professional involvement. Also, certain types of professional development (like Online in 9) might go here as well. <mark>If you don't have anything here to report, list n/a.</mark>

You'll also create an overview of your service (Service Philosophy Statement, if you will). This should include service to the university and community and may include service to the profession in some circumstances. **We recommend creating a separate document for service so you can upload it when you're ready.**

Requirements:
  A. Describe role in departmental/division affairs.

  B. *List department, college, campus, and university system committee memberships and other service with dates. Briefly note any significant accomplishments that the reader should know, if necessary.*

  C. *List memberships in scholarly organizations, including roles played, committee membership activities, task forces, and other professional service provided for these organizations.*

  D. List any publications relevant to service. Popular book reviews, program notes, invited talks, roundtables, and workshops are classified typically as service.

  E. Summarize professional activities typical of a university engaged in the external community, clearly indicating both the type and degree of involvement. These activities would include community outreach.

  F. Summarize professional consulting.

  G. List all other activities relevant to service.

To upload the Service document from Word, go to **Profile**, then to **Service Statement and Overview**. Be sure to include information about all items A through G here.

A. Describe your overall role in departmental/division affairs.

I play an active role in the department having served as chair for 3 years, graduate coordinator, and advising ~120 students. While serving as graduate coordinator, our department increased the number of graduate students enrolled by 90% and the number of graduate students completing their degrees by 125%.   ...

B. Department, College, Campus, and University Committee Membership (see below)

In addition to the information you see below, I would like to mention that I led the campus task force that ultimately chose the Learning Management System we currently have. Our ad hoc committee consisted of ...

C. Scholarly Organizational Membership (see below)

D. Service Related Publications/Presentations

n/a

E. Community Outreach and Broader Impacts

(see below)

F. Professional Consulting

I regularly consult with centers for teaching and learning - assisting new directors in building and launching their work. In the last two years, I've consulted with 6 institutions helping them launch their version of our CTL, provided professional development for faculty from each of our UM System sister institutions, and traveled oversees to Kuwait to provide faculty development to their faculty (with another trip scheduled in the fall). ...

G. Other Activites Relevant to Service

n/a

A. Role in Departmental/Division Affairs

Include all of the roles you've played in your department since arriving at UMSL.

B. Department, College, Campus, and University Committee Memberships

This information will preload for you. In order to add it, go to **Activities**, then **University Committees**. If your department has provided the Provost's Office with a list of the standing committees, they will all be in a drop-down box for you to select. If not, you'll need to enter each committee individually. Be certain to update membership (ongoing is default – but if you are no longer part of a committee, indicate the last semester of membership). If you don't have anything here to report, list n/a.

▼ University Committees

Select the committees on which you serve and indicate your role on the committee.

- To select a committee, click on the word [Change] below, and use the Search Box to locate the unit where your committee resides.
- Select the unit, then use the dropdown menu to select the correct committee.
- If your committee does not appear, select "Other" and type in the committee name.

Committee Name	^	Start Term	^	End Term	^	Level of Committee	^	Committee Role
Faculty Teaching and Service Awards Committee		Spring 2015		Ongoing		Campus		Ex-officio

C. Scholarly Organizational Membership

This information will also preload for you. In order to add this information, go to **Activities**, then **Service to the Profession**. Look for the Add button at the bottom of this section. Add each role separately – even if you've had multiple roles in a single organization. If you don't have anything here to report, list n/a.

▼ Service to Your Profession

In this section, list service given to your profession. Service using your professional expertise provided to the community is listed under the "Broader Impacts and Community Engagement" section.

Organization	^	Role	^	Title of Event, Project, or Journal	^	Start Semester	^	End Semester
Idaho Orff Schulwerk Association		Member				Fall 2006		Fall 2014
Idaho Orff Schulwerk Association		Vice President/President Elect				Fall 2008		Summer 2010
Idaho Orff Schulwerk Association		President				Fall 2010		Summer 2012
Idaho Orff Schulwerk Association		Past President				Fall 2012		Summer 2014
University of Missouri - St. Louis		Committee Member		Focus on Teaching and Technology Conference		Spring 2017		Fall 2018

D. Publications and Presentations Related to Service

If you've presented or published information related to service, then include that here. If not, be sure to put n/a. While you might have publications or presentations in some field in myVITA, we won't be able to pull that specific information out and put it here – so be sure to add all relevant information in this section. It will not preload. If you don't have anything here to report, list n/a.

E. Community Outreach and Broader Impacts

Information from this section *may* preload – depending on where you entered it. If you put it under **Activities**, then **Community Engagement, Broader Impacts and Outreach**, it will preload below. However, if you've included consulting here, it's all going to be in the same category. If that's the case, you may wish to enter the information in this field rather than relying on preloaded information. If you don't have anything here to report, list n/a.

F. Professional Consulting

See above – if you included consulting in **Community Engagement, Broader Impacts and Outreach**, and if you have other community engagement activities, you'll want to enter each individually here. If you don't have anything here to report, list n/a.

G. Other Activities Related to Service

Anything you haven't listed before goes in this section. <mark>If you don't have anything here to report, list n/a.</mark>

IV. CURRICULUM VITAE

myVITA will upload a CV pulled from the information you've added but if you want a CV that looks precisely the way you want your CV to be seen, you may upload a pdf of your actual CV. Since external reviewers know your discipline well and since our CVs tend to have a disciplinary look and feel, our recommendation is to upload your separately created CV.

PRINTING/VERIFYING YOUR INFORMATION

Once you have completed entering all of the information, you'll want to check that everything you added is appearing where you expect it to. Go to **Vitas & Biosketches** and click on IN DRAFT –UMSL Factual Record for Promotion and Tenure, XXX Citation Style. Your current choices are ACS, APA, and MLA. That brings you to the screen below. Change the Begin* date to your first semester at UMSL, or if you came to UMSL with prior experience, the date that your promotion or tenure and promotion clock began. Be sure to click Refresh Vita on the bottom left. Check the document that you just created carefully to ensure all items you indicated would appear below are actually there. Go back into **Profile** or **Activities** to correct anything that might be missing or incorrect.

When the document is ready, refresh your Vita, then click on Export/Share and choose the Share option. This creates a unique link for your Factual Record. Send this link to your department chair and ad personam committee members.