

Promotion & Tenure in 

I. EDUCATIONAL, ACADEMIC AND PROFESSIONAL BACKGROUND

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

Name and **Current Position** are auto-loaded for you – *no need to add this information*. **Educational History** may be entered by going to **Profile** and clicking on **Degrees**. Add each degree you've earned. Don't worry about order – 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	<input checked="" type="checkbox"/>	

Add

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		

For **Employment History** go to **Profile** and click on **Work and Professional Experience** to add this information. Once there, click the Add button at the bottom of this section. Enter each item separately.

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

Work and Professional Experience				Help
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. TEACHING

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: (items in italics are auto-generated)

- A. Provide a brief statement of your philosophy of teaching.
- B. List goals and accomplishments including creative contributions to teaching. Accomplishments might include, for example, new courses developed, participation in interdisciplinary courses, and teaching that necessitates assembling and organizing a new body of information. 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.

*Listing goals then accomplishments can help you demonstrate that you have aimed at a particular kind of result and have been successful in achieving it. Listing accomplishments and then goals can help you show a trajectory for future growth. You choose the approach that’s best for you.

- C. *List the courses taught at UM-St. Louis at both the undergraduate and graduate levels. Identify those courses that used distance learning (e.g., televideo and Web-based courses) or were taught at off-campus sites.*
- D. *List undergraduate and graduate research and independent study projects supervised, including masters theses and doctoral dissertations.*
- E. *List teaching done through continuing education/extension and teaching done at other institutions.*
- F. Give a complete listing of publications relating directly to teaching.
- G. List materials developed relating to teaching.
- H. List all other activities relevant to teaching.

A. Statement of Teaching Philosophy

Click on **Profile** – then on **Teaching Statement and Overview**. All of the information that should be in the Teaching Section for promotion or promotion and tenure will be at least referenced here. Be certain to include the letters in bold above – and, **if you have nothing there, put n/a.**

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

Teaching Statement Title	Teaching Statement and Overview	Actions
Teaching Statement	<p>A. Statement of Teaching Philosophy</p> <p>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.</p> <p>B. Teaching Accomplishments</p>	 

B. Teaching Accomplishments

This section will include new courses developed (new to UMSL), co-teaching – especially if it is interdisciplinary, awards for teaching, grants for teaching, etc. This information is likely pulled from many different sections, so we can't preload it for you.

C. Courses Taught at UM – St. Louis

While we indicate that this will auto-load, you may be expected to include average course evaluation ratings. If so, you'll still have to add this information to your Teaching Statement. Our recommendation is to create a table under the header row (like Graduate or Undergraduate courses) – then remove the border. This will allow the copy/paste into myVITA and will retain formatting.

Example:

<u>Graduate Course (1)</u>	<u>Semester</u>	<u>Instructor Score</u>	<u>Course</u>
Introduction to Research in Music Education (MUSED5710)	Fall, 2018	n/a	n/a
<u>Undergraduate Courses (2)</u>	<u>Semester</u>	<u>Instructor Score</u>	<u>Course</u>
Introduction to Music in the Elementary School for Classroom Teachers (MUSED 3770)	Fall, 2015	n/a	n/a
Teaching Elementary and Secondary General Music for the Music Major (MUSED 3570)	Fall, 2016	4.45	4.72
	Fall, 2017	4.88	4.90

D. Graduate and Undergraduate Research and Independent Studies Supervised

This information should be entered in **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 here to report, list n/a.** (Example below.)

▼ **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. **If you don't have anything here to report, list n/a.**

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 incorporate 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. **If you don't have anything here to report, list n/a.**

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 Teaching

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. **If you don't have anything here to report, list n/a.**

H. Other Activities Relevant to Teaching

This might be study abroad experiences you've developed, certain type of professional development (e.g., Online in 9) might go here as well. **If you don't have anything here to report, list n/a.**

III. SCHOLARLY PERFORMANCE

*Some publications may be directed primarily to teaching or service and if so, should be cited there rather than under this category. **Build this information in a separate document – then copy and paste into myVITA.***

NOTE: items in italics below are auto-loaded

- A. Provide a brief statement of your research interests and an overview of your research program that can be understood by someone outside of your discipline. Explain how your publications fit into a coherent research project or projects.
- B. *List all relevant publications with publication dates, publishers, volume numbers, pages, et cetera. Identify refereed articles (R), publications from the dissertation or parts of it (D), and invited works (I). If a submission was refereed only by an editor (either for a journal or a book), the publication should be identified by (E) rather than (R). List separately: books, articles, chapters in books, reviews, abstracts, other work.*
 - a. *Briefly describe each item listed including number of citations to the work and a selected list of the publications citing the work. Exclude self-citations. The candidate should retain a complete list of citations that can be immediately provided to the Unit Committee, the Dean, or the ATP Committee if requested.*
 - b. *Co-authored works should indicate the approximate percent contributed by the candidate and a brief description of the role of the co-authors.*
 - c. *Beginning and ending page numbers should be given for all items.*
 - d. *Journal titles should not be abbreviated.*

- C. List publications in press, indicating the expected publication date. Attach a copy of the acceptance letter.
- D. List manuscripts that have been submitted for publication, indicating the number of typed double-spaced pages.
- E. List papers presented to scholarly groups or conferences, indicating dates and places of presentations. Place an asterisk before the entry for papers presented at scholarly conferences that were subsequently published.
- F. List work in progress. Work under contract but not yet completed should be included in this category.
- G. Provide a record of grants proposed/accepted/funded. Include the agency solicited, the duration and amount of grant. List internal grants separately.
- H. List elected offices held in scholarly organizations, refereeing, and/or editorships.
- I. List academic awards and honors.

List additional scholarly activities not covered by the above, as allowed by the unit guidelines. Examples might be patents, performances, or exhibitions. Provide the appropriate evidence of quality and impact (E.g., textbook or product adoptions, royalties, reviews, citations, etc.).

A. Research Program (or Research Philosophy Statement)

You'll begin with your research philosophy statement which includes an overview of your research and the line of research or scholarly activity you're engaged in.

However, like in the teaching section, you'll include all of the relevant information for this entire section in this statement and overview.

Go to **Profile** then to **Research Statement and Overview**. Again, you should create this information in a separate Word document – then, once it is ready, copy and paste into the text box. **DO NOT** upload a PDF here – the committee won't easily be able to see it.

▼ Research Statement and Overview Show All |

Research Statement Title	Research Statement and Overview
III. Research Statement and Overview	<p>A. Research Program</p> <p>My current research interests include reasons for response rates associated with online student evaluations of teaching and how we might improve group work experiences for our students. Most institutions now collect student evaluations for courses electronically but it is common for response rates to range in the 20-30% range. We can't trust those data if one in five students are providing feedback. Current research suggests that the response rates needed for confidence are variable based on the number of students in a course. Very large courses may only need a 50% response rate but very small courses likely need at least 70% of students responding. And, many institutions use student evaluations of teaching as the sole measurement for teaching effectiveness. Improving teaching is challenging when we have too few data points and when we can't trust the data points that exist. ...</p> <p>B. Publications (see below)</p> <p>C. Publications in Press (see below)</p> <p>D. Manuscripts Submitted for Publication (see below)</p> <p>E. Papers Presented (see below)</p> <p>F. Research in Progress (see below)</p> <p>G. Grants (see below)</p> <p>H. Elected Office Held in Scholarly Organization, Refereeing, Editorships</p> <p>I. Academic Awards and Honors</p>

B – G. Publications/Presentations/Creative Activities

For each article (and, ideally you do this as you enter each article), include a summary of the article and be certain to check the box “Include description in output citation.” Also, in the title field, be certain to include (R) before the title if it is in a refereed journal, (D) if it is from dissertation, etc. **If you don’t have anything in one or more areas to report, list n/a for each area.**

URL	<input type="checkbox"/> Include URL in output citation (display dependent on citation format)
	<input type="text" value="http://www.example.com/2019/03/goodman/"/>
Description	<input checked="" type="checkbox"/> Include description in output citation.
	<p>Course evaluations (often termed student evaluations of teaching or SETs) are pervasive in higher education. As SETs increasingly shift from pencil-and-paper to online, concerns grow over the lower response rates that typically accompany online SETs. This study of online SET response rates examined data from 678 faculty respondents and student response rates from an entire semester. The analysis focused on those tactics that faculty employ to raise response rates for their courses, and explored instructor and course characteristics as contributing factors. A comprehensive regression model was evaluated to determine the most effective tactics and characteristics. Using incentives had the most impact on response rates. Other effective tactics that increase response rates include reminding students to take the evaluation, explaining how the evaluations would be used to improve instruction, sending personal emails and posting reminders on Blackboard®. Incentives are not widely used; however, findings suggest that non-point incentives work as well as point-based ones, as do simple-to-administer minimum class-wide response rate expectations (compared to individual completion).</p> <p>(Journal Impact Factor: 1.877; Citations: 19)</p> <p>Author Contribution: 34%</p>

H. Elected Office Held in Scholarly Organizations, Refereeing, Editorships

This section comes from several different categories. It will likely appear – but may not appear in the right order. To be safe, you may wish to include this information below. **If you don’t have anything here to report, list n/a.**

Elected Offices in Scholarly Organizations is found under **Profile** – then in **Service to the Profession**. Because service to the profession will include other types of activities, it may be “messy” as you figure out what to put in myVITA. It might look like this in your Research Overview.

Example:

Offices Held

Regional:

Ark-La-Miss ACE (Arts Coalition for Education) Chairman, 2001-2006

State:

Northern Illinois District Fine Arts Festival Chairman, 1990-1993

Louisiana Alliance for Arts Education Advisory Board, 2001-2003

Northeastern Louisiana Music Symposium Chairman, 2001-2006

Louisiana Alliance for Arts Education Regional Vice-President, 2003-2005

Louisiana Music Educators Association Collegiate MENC Chair, 2003-2006

Idaho Orff Chapter of the American Orff-Schulwerk Association University Liaison, 2007-2008

Idaho Orff Chapter of the American Orff-Schulwerk Association – Vice President/ President Elect, 2008-2010

Idaho Orff Chapter of the American Orff-Schulwerk Association – President, 2010-2012

Idaho Orff Chapter of the American Orff-Schulwerk Association – Past-President, 2012-2014

Local:

Refereeing and Editorships should be in **Profile** under **Journal Editor, Peer Reviewer, Adjudicator**.

▼ **Journal Editor, Peer Reviewer, Adjudicator**

Use this section to list activities where your scholarly expertise is used in the review of others, such as:

- Journal editor
- Editorial board member
- Manuscript reviewer
- Grant reviewer
- External P&T reviewer
- Adjudicator

Do not use this section to list your publications, including books you have edited and book reviews you have authored. For these activities, use the "Sch Creative Activities" section.

Journal, Event, Grant Agency, Project	Start Semester	End Semester	Role	Geographic Scope
Innovative Higher Education	Fall 2018	Fall 2018	Peer Reviewer	National

I. Academic Awards and Honors

Enter any awards or honors here. May be from graduate school or since. **If you don't have anything here to report, list n/a.**

J. Other Scholarly Activity

Often technical reports go here. To enter a technical report in myVITA, go to **Scholarly Activity**, then to **Book, Score, Map** – then once you're in, you'll find technical reports as one of the options. **If you don't have anything here to report, list n/a.**

IV. SERVICE

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.

Requirements

- Provide a brief overview of your service.
- Describe role in departmental/division affairs.
- List college, campus, and university system committee memberships and other service with dates.
- List any publications relevant to service. Popular book reviews, program notes, and the like, should typically be classified as service.
- List memberships in scholarly organizations and professional service provided for these organizations if different from that given in III.H.
- Summarize professional activities typical of a university engaged in the external community, clearly indicating both the type and degree of involvement.

- G. Summarize professional consulting.
- H. List all other activities relevant to service.

To add the Service document (that you first create in Word), go to **Profile**, then to **Service Statement and Overview**. Be sure to include information about all items – A through H here.

▼ **Service Statement and Overview**

Service Statement Title	Service Statement Overview
IV. Service	<p>A. Brief Overview of Service</p> <p>Service is an important component in the academy ...</p> <p>B. Role in Departmental Affairs</p> <p>C. College, Campus and University System Committee Memberships (see below)</p> <p>D. Publications relevant to Service</p> <p>E. Membership in Scholarly Organizations/Professional Service</p> <p>F. Community Service</p> <p>G. Professional Consulting</p> <p>H. Other Activites Related to Service</p>

Add

A. Brief Overview of Service

This will be similar to your Teaching and Research Philosophy Statements – but keep this short.

B. Role in Departmental/Division Affairs

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

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

This information will auto-generate 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

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 auto-load. **If you don't have anything here to report, list n/a.**

E. Scholarly Organizational Membership

This information will also auto-generate 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

F. Community Service

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 auto-load 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.**

G. 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.**

H. Other Activities Related to Service

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

V. 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.

The screenshot shows the 'Vitas & Biosketches' interface. On the left is a navigation menu with options like Home, myVITA, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches (selected), Find Colleagues, Account Access, and Administration. The main content area is titled 'Vitas & Biosketches' and 'View Vita'. Under 'Vita Options', the 'Type*' is set to 'Institutional'. The citation style is 'IN DRAFT -UMSL Factual Record for Promotions and Tenure, APA Citation Style'. The 'Date range*' is set to 'Custom', with 'Begin*' as 'Fall 1999' and 'End*' as 'Spring 2019'. There is a 'Refresh Vita' button on the left and 'Export/Share' and 'Print' buttons on the right. A yellow arrow points from the 'Refresh Vita' button to the 'Export/Share' button.

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.

The screenshot shows the 'Export/Share' dropdown menu. It has two sections: 'Export To' and 'Share'. Under 'Export To', there are options for 'Word Document' and 'PDF'. Under 'Share', there is an option for 'Web Link' which is highlighted in yellow.

Share Electronic Copy

This document may contain sensitive information. Review contents closely before sharing. To share vita, copy & paste URL shown below: