



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.

Name and **Current Position** are preloaded for you – ignore this information. It will be in the report automatically. **Educational History** is under **Profile** then **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

To add **Professional Credentials**, 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		

Employment History 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. **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," although 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. PRIMARY RESPONSIBILITY: 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 preloaded for you)

A. Provide a brief statement of your philosophy of teaching.

B. List goals and accomplishments (or accomplishments and goals*) 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

*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 were taught online (either hybrid or completely online) or at off-campus sites. Elaborate briefly on the significance of these courses (and number of students taught, if appropriate).*

D. *List undergraduate and graduate research and independent study projects supervised, including masters theses and doctoral dissertations. You may also include participation in doctoral comprehensive examinations. Elaborate briefly on the topics and significance of these projects and the parts you played in them.*

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 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. (Example below.)

A. Statement of Teaching Philosophy

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. Teaching Goals & Accomplishments ...

C. Courses Taught at UMSL (see below) or (n/a)

- *myVITA will automatically load this information from Courses Taught - it may not pull all information required*
- *include in this section course eval summaries, if required by your department*
- *if you taught a course that was both on-campus and at an off-site location, include that information here (PeopleSoft doesn't always capture this information due to the way some units upload teaching information)*
- *If you wish to elaborate on the significance 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*

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 teaching

Either include information here or put n/a

H. Activities or impacts relevant to teaching

Either include information here or put n/a

B. Teaching Goals and 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 pre-populate it for you.

C. Courses Taught at UM – St. Louis

myVITA does pull some delivery information in, BUT, if you are teaching a course with a campus section and an off-site section (as one course), **myVITA won't distinguish between the two.** In those (rare) situations, write in this section how many students were at the main campus and how many were at an off-site location. Also, in order to elaborate on the significance of a course, you'll have to include that information here. Finally, if your department requires summaries of course evaluation information – you'll need to create the grid you see below.

While we indicate that is this prepopulated, you may be expected to include average course evaluation ratings. If so, you'll have to add this information to your Teaching Statement yourself. 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 to retain formatting. Also, if you don't have to include course evaluation 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 – that is, unless you want to talk about the significance of some of the courses (like 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 mentioning here. See a CTL staff member if you need to think through how this might look in this section. If you don't need to add anything, add (see below).

It might look like this:

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

Undergraduate Courses (2)	Semester	Instructor Score	Course Score
Introduction to Music in the Elementary School for Classroom Teachers (MUSED 3770)	Fall, 2015	n/a	n/a
	Fall, 2016	4.45	4.72
Teaching Elementary and Secondary General Music for the Music Major (MUSED 3570)	Fall, 2017	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**. myVITA will pull this information in from Mentorship of Students, Interns, Residents, and Fellows. However, myVITA will not provide a space for you to elaborate on the topics and the significance. Include that information here.

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 see below). **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 completing required information. **If you don't have anything here to report, list n/a.**

▼ 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** campus. 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 since myVITA can't pull that specific information. 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 (like Online in 9) might go here as well. **If you don't have anything here to report, list n/a.**

III. 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. I 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 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 G here.

<p>A. Describe your overall role in departmental/division affairs.</p> <p>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%. ...</p>
<p>B. Department, College, Campus, and University Committee Membership (see below)</p> <p>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 ...</p>
<p>C. Scholarly Organizational Membership (see below)</p>
<p>D. Service Related Publications/Presentations</p> <p>n/a</p>
<p>E. Community Outreach and Broader Impacts</p> <p>(see below)</p>
<p>F. Professional Consulting</p> <p>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 overseas to Kuwait to provide faculty development to their faculty (with another trip scheduled in the fall). ...</p>
<p>G. Other Activities Relevant to Service</p> <p>n/a</p>

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 prepopulate for you. In order to add it, go to **Activities**, then **University Committees**. If your department has 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. Do 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 auto-load 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 prepopulate. **If you don't have anything here to report, list n/a.**

E. Community Outreach and Broader Impacts

Information from this section *may* prepopulate – depending on where you entered it. If you put it under **Activities**, then **Community Engagement, Broader Impacts and Outreach**, it will prepopulate 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 prepopulated 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. **If you don't have anything here to report, list n/a.**

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. (Example below.)

Home > Vitas & Biosketches >
Vitas & Biosketches
View Vita

Vita Options

Type* Institutional Personal

IN DRAFT -UMSL Factual Record for Promotions and Tenure, APA Citation Style

Date range* All Custom

Begin* End*

Fall 1999 Spring 2019

Hide date range in vita output
Note: date range only applies to items from activity input

Refresh Vita Export/Share Print

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.

Export/Share ▾ Print

Export To

- Word Document
- PDF
- Share
- Web Link

Share Electronic Copy

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