

ATENELO DE MANILA UNIVERSITY

ATENELO PROFESSIONAL SCHOOLS

Application for Promotion - *Evaluation for Promotion to Associate Professor* Notes and Instructions for the Applicant

You will be evaluated according to the following:

A. Personal Qualities

As a faculty member of the Ateneo Professional Schools, you are expected to demonstrate your commitment to the university through the values you uphold as well as your actions and bearing. This includes effective communication and interpersonal effectiveness in the various circles of your engagement, your capacity to manage and develop yourself, and fairness and openness in dealing with others.

B. Functional Areas

1. Teaching

As a Jesuit institution, the Ateneo de Manila values the role of a teacher in the formation of students, both inside and outside the classroom. This is reflected in both your teaching competence and personal qualities.

2. Scholarly work and publications

Research is an important component in tertiary education. Publications in professional and scholarly journals are a clear evidence of such scholarship. Alternatively, creative work, textbook production, patents, case studies, and other equivalent works may be considered, as long as the quality meets the accepted standards of the profession. If you wish to reach the ranks of senior faculty, you should further enjoy recognition in the field, preferably national (or international) in scope.

3. University and public service

You should show evidence of potential in University service and/or public service, especially services that contribute to the advancement or prestige of the University. Activities of this sort are frequently time-consuming but should not distract you from the academic achievement of which you are capable. If you wish to reach the ranks of senior faculty, you should show evidences of mentoring and of leadership in the community.

The evaluation process is *strictly confidential*. The Committee on Faculty Rank and Permanent Appointment will consider the evaluations, documents, and other pertinent information, to see if the following criteria are met:

To warrant recommendation for promotion to the rank of **Assistant Professor**, the candidate must give evidence of *good achievement in two functional areas, evidence of very good achievement in the third*. The candidate must also demonstrate *self-development, mentorship, and cura personalis*.

To warrant recommendation for promotion to the rank of **Associate Professor**, the candidate must give evidence of *very good achievement in two functional areas, evidence of excellent achievement in the third*. The candidate must also demonstrate *mentorship, cura personalis, and leadership*.

To warrant promotion to the rank of **Professor**, the candidate must give evidence of *excellent achievement in two functional areas, evidence of very good achievement in the third*. The candidate must also demonstrate *exceptional mentorship, cura personalis, and statesmanship**

* Servant leadership, gravitas, use of wisdom in the public sphere, ability to rise above conflict

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Application for Promotion to Associate Professor

Your photo here

*Please complete the form carefully and include all the attachments.
Please write NA if a field is not applicable.*

Name _____ Rank applied for _____
 Department/Program _____ Current Rank _____
 Date of Birth _____ No. of years in current rank _____
 Nationality _____ Signature _____
 Tel.No. _____ Date _____

Applicant's Focus Area: Research Teaching Administration – Position _____

	Candidate's Weights (%)	Research	Admin	Teaching/ Outreach
Personal Qualities	10	10	10	10
Scholarly and Stimulating Teaching		20-30	20-30	30-40
Scholarly Work and Publications		50-60	10-30	10-30
University and Public Service		10-30	50-60	30-40
TOTAL	100	(10)	(10)	(10)

I. Educational Attainment (Please list degrees, starting with the most recent).

Institution	Years attended	Degree Awarded	Honors/Awards

II. Teaching Performance

A. Academic experience outside Ateneo de Manila

Institution	Full-time	Part-time	Rank	Years in Rank	Subjects taught
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

B. Academic experience at the Ateneo de Manila

1. Academic history (Please start with the most recent.)

Period covered	Full-time	Part-time	Position/Rank
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

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2. Subjects taught in the Ateneo (Please submit the syllabi: Annex 1.)

3. Average number of hours/week needed to prepare for lessons: _____

4. Average number of actual consultation hours/week: _____

5. Innovative teaching methods introduced/ used in class (Please include details: Annex 2.)

6. Instructional materials developed, e.g., textbooks, lab manuals, teaching modules, instructional software (Please include samples: Annex 3.)

7. Performance Ratings for the last 5 years (or since entry into AdMU, if less than 5 years ago)

School Year					
Rating					

8. Other areas of specialization which the applicant can teach

C. Teaching Awards / Award-giving body

Award	Award-giving body	Date of award

III. Scholarly Work and Publications

A. Please submit a bibliography of scholarly work in the last 5 years, and attach pertinent publications (Annex 4). List the work according to the following areas:

1. Authored and/or co-authored books
2. Contributions to books and journals; indicate if refereed.
3. In-depth review in your field(s) of specialization
4. Scholarly addresses or lectures as invited speaker
5. Papers presented as participant in conferences

B. Research Grants (in the last 5 years)

Title of Research	Funding Agency	Amount	Period covered	Status of research/ publication

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C. Faculty Research Fellowships

Fellowship	Granting Institution	Duration

D. Awards / Recognition Related to Research

Award	Award-giving body	Date of award

E. Graduate Theses/Dissertations Supervised (in the last 5 years)

Title	Name of Student	Year Defended

IV. Professional Activities

A. Participation and Leadership in Professional Associations

Association	Position	Period covered

B. Editorial Positions in Refereed Journals

Journal	Position	Period covered

C. Please submit a list of professional work in the last 5 years, according to the following areas (Annex 5):

1. Commissioned work
2. Magazine articles or columns
3. Review articles

D. Consultancies, Training Workshops conducted, Technical Panels, and other work related to Profession

Institution	Nature of Work	Period covered

E. Conferences, workshops and seminars attended in the last five years

Conference/workshop/seminar	Organizing group	Dates

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V. University and Public Service

A. Departmental Assignments

B. Funding or Linkages Forged for the Department or for the University:

C. Academic Administration

Position	Period covered

D. Committee Service for APS

Committee	Period covered

E. Moderatorships and Other Work with Students

Organization	Position	Period covered

VI. Other Information

F. Languages: _____

G. Other Areas of Endeavor: _____

VII. Personal Qualities and Competencies. Please rate yourself by checking the appropriate box.

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
PERSONAL QUALITIES					
Aligned with the University's vision, mission and goals					
Demonstrates fairness, sense of responsibility, integrity					
Demonstrates leadership					
Practices <i>Cura Personalis</i> → concern for well-being of students/co-faculty					
Mentors/ coaches students/other faculty					
Develops self shown by use of talents and competencies					
Manages self well and has constructive relationships					
• with colleagues in the department					

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	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
• with department Chair					
• with colleagues in the School/LS					
SCHOLARLY AND STIMULATING TEACHING					
Demonstrates mastery and depth					
Practices effective classroom management, incl. preparation for and organization of classes					
Stimulates intellectual curiosity of students					
Innovates in teaching methods					
Mentors/ coaches/ inspires students					
Is fair and objective in grading					
SCHOLARLY WORK AND OUTPUTS					
The quantity and quality of scholarly work and publications is appropriate to the rank applied for. <ul style="list-style-type: none"> • <i>Research Focus</i>: "Agree" means at least one ISI/ Scopus publication per year • <i>Creative Work Focus</i>: at least one critically acclaimed work per year • <i>Admin/Teaching Focus</i>: "Agree" means at least one refereed publication per two years; presentations in conferences 					
Scholarly work has relevance and impact.					
Has reputable research standing nationally					
Mentors students/faculty to deliver scholarly output					
Manages research groups leading to scholarly output; open to collaborating with peers					
Establishes research linkages resulting to scholarly output					
UNIVERSITY AND PUBLIC SERVICE					
Serves productively in department/LS committees or projects: <i>Research/Creative Work Focus</i> : "Agree" means at least one of the following <i>Admin/Teaching Focus</i> : "Agree" means at least two of the following					
▪ Demonstrates leadership within the department/LS					
▪ Serves productively on University committees					
▪ Moderates/advices a student organization					
▪ Demonstrates effective administrative leadership					
Serves one's profession/discipline ("Agree" means at least one of the following)					
▪ Actively participates in professional organizations					
▪ Participates/ leads in professional associations					
▪ Has good standing in the discipline/profession					
▪ Edits professional journals					
Serves the community and/or the public ("Agree" means at least one of the following)					
▪ Is involved in community service and civic organizations					
▪ Shares expertise to assist communities, organizations, and the public, e.g., through talks, workshops/training facilitation, and membership in technical panels					

Signature _____ **Date** _____

Suggested Evaluators: _____

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