

SECTION III:
POSITION INFORMATION

Advertisement and
Position Announcement(s)

POSITION ANNOUNCEMENT

Assistant Professor
Department of Department Name
Southern Illinois University Carbondale

Position: Tenure-Track Assistant Professor

Qualifications: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

Description of Duties:

- **Teaching** - Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.
- **Research** - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.
- **Service** - Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Effective Date of Appointment: August 16, 2010

Application Deadline: Review of applications will begin on January 1, 2010, and continue until the position is filled.

Application Procedure: Applicants should submit a letter of application, contact information for three references and a vita by email to search@dept.siu.edu or by post mail to (electronic submissions preferred):

Search Committee Chair
Department of Department
Mail Code 1111
College of College
Southern Illinois University Carbondale
Carbondale, Illinois 62901

Telephone: (618) 453-2121

SIU Carbondale is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.

May 23, 2010

John Q. Sample
1215 Fox Lane
Denver, CO 80211

Dr. Sample,

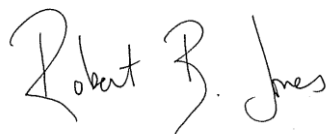
I am pleased to offer you the position of Assistant Professor in the Department of Department Name, College of College Name, Southern Illinois University Carbondale beginning August 16, 2010.

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Sincerely,



Robert B. Jones, Chair
Department of Department Name

Workload Assignment Summary and Annual Forms

Workload Assignment Summary
John Q. Sample

| Academic Term | Teaching | | Research | Service |
|---------------|----------|-----------------------------|----------|---------|
| | Direct | Indirect / Teaching Support | | |
| SP16 | 50% | 5% | 40% | 5% |
| FA15 | 50% | 5% | 40% | 5% |
| SP15 | 37.5% | 5% | 52.5% | 5% |
| FA14 | 37.5% | 5% | 52.5% | 5% |
| SP14 | 50% | 5% | 40% | 5% |
| FA13 | 50% | 5% | 40% | 5% |
| SP13 | 50% | 5% | 40% | 5% |
| FA12 | 50% | 5% | 40% | 5% |
| SP12 | 50% | | 40% | 10% |
| FA11 | 50% | | 40% | 10% |
| SP11 | 50% | | 40% | 10% |
| FA10 | 50% | | 40% | 10% |

**Example only, not a template. Departmental norm should be used when one exists.*

Annual Workload Assignment

FACULTY NAME: Sample, John Q. DEPARTMENT / SCHOOL: Department Name

Per the Collective Bargaining Agreement between the Board of Trustees of SIU and the SIUC Faculty Association, IEA/NEA (Section 8.01), faculty workload assignment shall consist of teaching, research/creative activity, and service. Such assignment shall be based upon a workload equivalent of twenty-four (24) credit hours of teaching per academic year. In addition, Faculty members must maintain at least six (6) office hours per week during parts of at least two (2) days.

ON LEAVE (check all applicable) Fall Semester Spring Semester Type of Leave _____

| FALL 2015 | % | ASSIGNMENT |
|----------------------------|----|--|
| DIRECT TEACHING | 50 | COURSES (PROJECTED ENROLLMENT) DEPT200 DEPT320 |
| INDIRECT TEACHING | 5 | ASSIGNMENT INCLUDES: Chair - 1 thesis committee; Committee - 1 dissertation; 1 thesis |
| RESEARCH/CREATIVE ACTIVITY | 40 | PROJECTED ACTIVITIES AND OUTCOMES INCLUDE: Journal article submitted for peer-review publication; ABC grant work |
| SERVICE | 5 | ASSIGNMENT INCLUDES: Co-chair, College committee on Something |

Fall 2015 Assignment 100% (should total 100%)

| SPRING 2016 | % | ASSIGNMENT |
|----------------------------|----|--|
| DIRECT TEACHING | 50 | COURSES (PROJECTED ENROLLMENT) DEPT201 DEPT410 |
| INDIRECT TEACHING | 5 | ASSIGNMENT INCLUDES: Chair - 1 thesis committee; Committee - 1 dissertation; 1 thesis |
| RESEARCH/CREATIVE ACTIVITY | 40 | PROJECTED ACTIVITIES AND OUTCOMES INCLUDE: Journal article submitted for peer-review publication; ABC grant work |
| SERVICE | 5 | ASSIGNMENT INCLUDES: Co-chair, College committee on Something |

Spring 2016 Assignment 100% (should total 100%)

Note: Changes in a final workload assignment can be made only for a subsequent change in circumstances (e.g., death or disability of a Faculty member, employment of new Faculty, the closing of previously scheduled courses, level of external funding from grants, increase or decrease in enrollment of assigned courses, reduction in total revenue, etc.). [Section 8.01.c, Collective Bargaining Agreement].

Faculty Signature: John Q. Sample Date: 4/15/2015

Chair Signature: Robert B. Jones Date: 4/16/2015

Dean Signature: Jane A. Smith Date: 4/25/2015

Annual Workload Assignment

FACULTY NAME: Sample, John Q. DEPARTMENT / SCHOOL: Department Name

Per the Collective Bargaining Agreement between the Board of Trustees of SIU and the SIUC Faculty Association, IEA/NEA (Section 8.01), faculty workload assignment shall consist of teaching, research/creative activity, and service. Such assignment shall be based upon a workload equivalent of twenty-four (24) credit hours of teaching per academic year. In addition, Faculty members must maintain at least six (6) office hours per week during parts of at least two (2) days.

ON LEAVE (check all applicable) Fall Semester Spring Semester Type of Leave _____

| FALL 2015 | % | ASSIGNMENT |
|----------------------------|------|--|
| DIRECT TEACHING | 37.5 | COURSES (PROJECTED ENROLLMENT) DEPT515 DEPT220 (co-teach) |
| INDIRECT TEACHING | 5 | ASSIGNMENT INCLUDES: Chair - 1 thesis committee; Committee - 1 dissertation; 1 thesis |
| RESEARCH/CREATIVE ACTIVITY | 52.5 | PROJECTED ACTIVITIES AND OUTCOMES INCLUDE: Journal article submitted for peer-review publication; ABC grant work |
| SERVICE | 5 | ASSIGNMENT INCLUDES: Co-chair, College committee on Something |

Fall 2014 Assignment 100% (should total 100%)

| SPRING 2016 | % | ASSIGNMENT |
|----------------------------|------|--|
| DIRECT TEACHING | 37.5 | COURSES (PROJECTED ENROLLMENT) DEPT520 DEPT230 (co-teach) |
| INDIRECT TEACHING | 5 | ASSIGNMENT INCLUDES: Chair - 1 thesis committee; Committee - 1 dissertation; 1 thesis |
| RESEARCH/CREATIVE ACTIVITY | 52.5 | PROJECTED ACTIVITIES AND OUTCOMES INCLUDE: Journal article submitted for peer-review publication; ABC grant work |
| SERVICE | 5 | ASSIGNMENT INCLUDES: Co-chair, College committee on Something |

Spring 2015 Assignment 100% (should total 100%)

Note: Changes in a final workload assignment can be made only for a subsequent change in circumstances (e.g., death or disability of a Faculty member, employment of new Faculty, the closing of previously scheduled courses, level of external funding from grants, increase or decrease in enrollment of assigned courses, reduction in total revenue, etc.). [Section 8.01.c, Collective Bargaining Agreement].

Faculty Signature: John Q. Sample Date: 4/11/2014

Chair Signature: Robert B. Jones Date: 4/14/2014

Dean Signature: Jane A. Smith Date: 4/25/2014

Annual Workload Assignment

FACULTY NAME: Sample, John Q. DEPARTMENT / SCHOOL: Department Name

Per the Collective Bargaining Agreement between the Board of Trustees of SIU and the SIUC Faculty Association, IEA/NEA (Section 8.01), faculty workload assignment shall consist of teaching, research/creative activity, and service. Such assignment shall be based upon a workload equivalent of twenty-four (24) credit hours of teaching per academic year. In addition, Faculty members must maintain at least six (6) office hours per week during parts of at least two (2) days.

ON LEAVE (check all applicable) Fall Semester Spring Semester Type of Leave _____

| FALL 2015 | % | ASSIGNMENT |
|----------------------------|----|--|
| DIRECT TEACHING | 50 | COURSES (PROJECTED ENROLLMENT) DEPT310 DEPT410 |
| INDIRECT TEACHING | 5 | ASSIGNMENT INCLUDES: Chair - 1 thesis committee; Committee - 1 dissertation; 1 thesis |
| RESEARCH/CREATIVE ACTIVITY | 40 | PROJECTED ACTIVITIES AND OUTCOMES INCLUDE: Journal article submitted for peer-review publication; ABC grant work |
| SERVICE | 5 | ASSIGNMENT INCLUDES: Co-chair, College committee on Something |

Fall 2013 Assignment 100% (should total 100%)

| SPRING 2016 | % | ASSIGNMENT |
|----------------------------|----|--|
| DIRECT TEACHING | 50 | COURSES (PROJECTED ENROLLMENT) DEPT370 DEPT520 |
| INDIRECT TEACHING | 5 | ASSIGNMENT INCLUDES: Chair - 1 thesis committee; Committee - 1 dissertation; 1 thesis |
| RESEARCH/CREATIVE ACTIVITY | 40 | PROJECTED ACTIVITIES AND OUTCOMES INCLUDE: Journal article submitted for peer-review publication; ABC grant work |
| SERVICE | 5 | ASSIGNMENT INCLUDES: Co-chair, College committee on Something |

Spring 2014 Assignment 100% (should total 100%)

Note: Changes in a final workload assignment can be made only for a subsequent change in circumstances (e.g., death or disability of a Faculty member, employment of new Faculty, the closing of previously scheduled courses, level of external funding from grants, increase or decrease in enrollment of assigned courses, reduction in total revenue, etc.). [Section 8.01.c, Collective Bargaining Agreement].

Faculty Signature: John Q. Sample Date: 4/5/2013

Chair Signature: Robert B. Jones Date: 4/10/2013

Dean Signature: Jane A. Smith Date: 4/25/2013

Department/School Operating Paper
section(s) on Promotion and Tenure

OPERATING PAPER

**DEPARTMENT OF DEPARTMENT NAME
COLLEGE OF COLLEGE NAME**

Effective March 1996

Amended May 2003; Approved by Chancellor October 2003

**SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
CARBONDALE, IL 62901**

II. POLICIES ON PROMOTION AND TENURE

A. ELIGIBILITY (TIME-IN-RANK) POLICIES

1. Assistant Professors Seeking Promotion:

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2. Associate Professors Seeking Promotion and/or Tenure; Professors Seeking Tenure:

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3. Probationary Credit toward Tenure:

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consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

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4. Early Promotion and/or Tenure:

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B. GENERAL POLICIES

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III. PROMOTION AND TENURE PROCESS

A. DEPARTMENT

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1. Department Committee Review

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2. Department Chair Review

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minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

3. Negative Recommendations by Departmental Committee and/or Department Chair

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4. Department Chair Candidates

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B. COLLEGE

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IV. CRITERIA FOR EVALUATING CANDIDATES FOR PROMOTION AND TENURE

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1. Evaluation Criteria

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a. Associate Professor: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

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b. Tenure: Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

c. Promotion to the rank of Professor: Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

College Operating Paper
section(s) on Promotion and Tenure

OPERATING PAPER

COLLEGE OF COLLEGE

Effective July 1998

Amended March 2001; Approved by Chancellor April 2001

Amended August 2013; Approved by Chancellor October 2013

**SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
CARBONDALE, IL 62901**

II. POLICIES ON PROMOTION AND TENURE

A. ELIGIBILITY (TIME-IN-RANK) POLICIES

1. Assistant Professors Seeking Promotion:

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2. Associate Professors Seeking Promotion and/or Tenure; Professors Seeking Tenure:

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3. Probationary Credit toward Tenure:

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4. Early Promotion and/or Tenure:

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B. GENERAL POLICIES

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III. PROMOTION AND TENURE PROCESS

A. DEPARTMENT

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B. COLLEGE

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1. College Committee Review

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2. Dean's Review

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IV. CRITERIA FOR EVALUATING CANDIDATES FOR PROMOTION AND TENURE

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1. Evaluation Criteria

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a. Associate Professor: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

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b. Tenure: Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

c. Promotion to the rank of Professor: Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet,

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