**JANE A. DOE**

Application for Promotion to [Academic Title]

College of [Add College Name]

[Add Name] Department

First Degree Earned

Name of University

City, State or City, Country

Year

Second Degree Earned

Name of University

City, State or City, Country

Year

Third Degree Earned

Name of University

City, State or City, Country

Year

Submitted

Oral Roberts University

Application for Promotion to [Academic Title]

[Semester, Year]

# RECOMMENDATION PAGE

**JANE A. DOE**

Application for Promotion to [Academic Title]

College of [Add College Name]

[Add Name] Department

Recommended by:

|  |
| --- |
|  |
| Name  Promotion Committee Chair |
|  |
| Name  Department Chair |
|  |
| Name  College Dean |

# SUMMARY STATEMENT

Please include a one to two-page summary of what’s included in your application. Your dean will use this information to describe your attributes and accomplishments to the Trustees’ Academic Committee.

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# SPIRITUAL COMMITMENTS

## Criteria

### Confesses a Personal Relationship with Jesus Christ

### Attests to a Continuing Experience of Spirit-empowerment

### Cultivates a Spirit-filled Lifestyle

## Evidence of Growth

### Matured in Personal Faith

### Grown in an Understanding of and in Living out the Spirit-Filled Life

### Experience

[Follow these guidelines when you start writing under section I.A.1]

Type or paste all the content into the appropriate section making sure that the lines are double paced. Please note that there is double spacing between **sentences** but this document for the sections has been formatted so that the double spacing is set. You will see a green line under the period indicating that the spacing needs to be corrected if the correct spacing has not been applied. To ensure that you keep the formatting in this section, there are a few usage guidelines to which you will need to adhere. 1) When you get to the end of the page, you may quite likely need to insert a hard return to ensure that there are no empty lines at the end of the page. This means that you will need to force some words into the last line on the page so that there is some wording in the empty line.

2) Also note that exceptions are allowed where it has only been possible to fit one line of a paragraph at the end of the page. In this case, the line can be started on the next page as it is the beginning of a new paragraph. This also means that the margin/space at the end of the page will be more than one inch which in this case is acceptable.

3) The one inch bottom margin can be accomplished by selecting some of the wording for the last line and pasting/typing it into the required line. Watch carefully for when the wording moves to the next page and break or stop the line at the point before the whole line is taken to the next page. This will enable you to have a margin of 1 inch instead of 1.25 inches. This exercise will need to be repeated for all the pages where the margin is bigger than 1 inch.

This sentence that you are now reading shows you how to ensure that you have some wording in the last line of the page. Continue typing until the

words jumps to the next page. When this happens, you need to break the line at the last word before the line moved to the next page. For the sentence on the above page, it was after the word, “the”. You will see that if you try to type the word, “last” after the word, “the”, it will move the whole line to the next page. If you follow these instructions each time you get to the end of a page, you will have the correct bottom margin.

To create additional pages after this page, just click on the page break function for additional pages for Section I. The same rule applies to all the other sections.

# TEACHING EXCELLENCE

## Criteria – ORU Teaching Excellence Framework

### Instructional Strategies

### Feedback and Assessment

### Inclusive Pedagogy

## Evidence – ORU Teaching Excellence Framework

### Instructional Strategies

### Feedback and Assessment

### Inclusive Pedagogy

[Follow the guidelines in Spiritual Commitments. Follow the instructions stated in Spiritual Commitments]

This sentence that you are now reading shows you how to ensure that you have some wording in the last line of the page. Continue typing until the words jump to the next

page. When this happens, you need to break the line at the last word before the line moves to the next page. For the sentence on the above page, it was after the word, “next”. You will see that if you try to type the word, “page” after the word, “next”, it will move the whole line to the next page. If you follow these instructions each time you get to the end of a page, you will have the correct bottom margin.

To create additional pages after this page, just click on the page break function for additional pages for Section II.

# PROFESSIONAL ACTIVITIES

## Criteria

### Quality

### Significance

### Research-Based Scholarship

## Evidence

### Summary of Scholastic Achievements

[Follow the guidelines in Section I.]

This sentence that you are now reading shows you how to ensure that you have some wording in the last line of the page. Continue typing until the words jump to the next page. When this happens, you need to break the line at the last word before the line moved to the next page. For the sentence on the above page, it was after the word, “next”. You will see that if you try to type the word, “page” after the word, “next”, it will move the whole line to the next page. If you follow these instructions each time you get to the end of a page, you will have the correct bottom margin.

To create additional pages after this page, just click on the page break function for additional pages.

# UNIVERSITY AND COMMUNITY SERVICE AND ADVISEMENT

## Criteria

### University Service

### Community Service

### Academic Advisement

## Evidence

### Explanation of Philosophy of Advisement

### A Review of Service Activities

[Follow the guidelines in Section I.]

This sentence that you are now reading shows you how to ensure that you have some wording in the last line of the page. Continue typing until the words jump to the next

page. When this happens, you need to break the line at the last word before the line moved to the next page. For the sentence on the above page, it was after the word, “next”. You will see that if you try to type the word, “page” after the word, “next”, it will move the whole line to the next page. If you follow these instructions each time you get to the end of a page, you will have the correct bottom margin.

To create additional pages after this page, just click on the page break function for additional pages for Section IV.

# REFERENCES

Use whatever form of reference which you are familiar or what is used in your department or college.

John, A. B. (2015). *The dissertation process* (1st ed.). Tulsa, OK: Oral Roberts University Press.

John, A. B., & Johnson, C. D. (2015). The dissertation process. *Oral Roberts University Journal, 1*(1), 1-10. doi: 10.456.74.8xp.x/rft

John, A. B, & Johnson, C.D. (2017). *The whole purpose of man*. Johnson and Johnson University. Retrieved from Johnson and Johnson University website: www.johnson-johnson.ipfj=peter.hp/3/45/67/89.pdf

Note: There is only one space between elements of a stated reference for example, between “Oral Roberts University Press”.

Also, note that the bottom margin has to be 1 inch so you will have to apply a hard return where necessary.

Last line of reference here…….

# 

# APPENDICES

[Note: This heading is centered in the middle of the page: delete this sentence after reading]

# Appendix A: Evidence to support Spiritual Commitments

[Note that your actual appendix should be on the next page]

This is where to place the appendix

# Appendix B: Evidence to Support Teaching Excellence

Include Student Opinion Surveys

[Note that your actual appendix should be on the next page]

This is where to place the appendix

# Appendix C: Evidence to Support Professional Activities

Include complete published articles

[Note that your actual appendix should be on the next page]

This is where to place the appendix

# Appendix D: Evidence to University and Community Service and Advisement

[Note that your actual appendix should be on the next page]

This is where to place the appendix

# CURRICULUM VITAE

Name: Jane Abigail Doe

Education: Doctor of Education in Educational Leadership

Oral Roberts University, Tulsa, Oklahoma, 2015; Master in Curriculum and Development, Oral Roberts University, Tulsa, Oklahoma, 2008; B.Sc. Elementary Education, Oral Roberts University, Tulsa, Oklahoma, 2005

Professional: Superintendent, 2010 – present, Oral Roberts University Public Schools, Tulsa, Oklahoma; Principal, 2007-2010, Oral Roberts University School, Tulsa, Oklahoma; Elementary School teacher, 2005 – 2007, Oral Roberts University Elementary School, Tulsa, Oklahoma

Professional Kappa Delta Pi (KDP); National Education Association (NEA)

Affiliation; The School Superintendents Association (AASA)