

PROSPECTUS TEMPLATE

Note: This prospectus template is recommended by CLA's FPC for tenure-track and tenured faculty preparing for third year, tenure, promotion, or triennial review. The prospectus is a summary of future career goals, emphasizing plans for the next three academic years. The forward-looking prospectus should be well developed and address more than what is usually done in FIFs. Clarity, honesty and brevity throughout the document are appreciated, as are translations of acronyms.

An updated prospectus is submitted for third year, tenure, promotion, and triennial evaluation processes, and it provides evaluators with perspective and context for your career development at Hamline. Faculty should articulate how they plan to build on and sustain their excellence in each of the three categories (teaching, scholarship, service) going forward, with particular emphasis on an intentional trajectory of improvement and growth. The following template denotes headings and suggested content for each section.

Deadlines for evaluation materials from faculty members are published in the Academic Personnel Decision Timeline posted on the Provost's website.

- Submit the prospectus (**as a PDF**) via e-mail to the CLA Dean's Office (cladean@hamline.edu) by the specified deadline.

For additional information on processes and preparation of tenure and promotion files, please see the *Hamline University Faculty Handbook*, Sections 5, 6, and 9.2. See also the "Faculty Evaluation Tips Sheet" on the CLA Dean's website. Questions about specific evaluation processes or file preparation can be directed to the current FPC chair or to your divisional FPC representative.

Hamline University
College of Liberal Arts
Prospectus: 2019-2022
(AY 2019-20, 2020-21, 2021-22)
(Faculty Member's First and Last Names)
(Faculty Member's Department)

Introduction and Background

This section provides background information to evaluators. Faculty members should provide a brief introductory paragraph that states the year they came to Hamline, their current rank, and any special titles or duties for which they have received any course releases. Faculty members should also indicate for which review period the prospectus has been prepared (e.g. third year, tenure, promotion, or triennial review).

Effectiveness in Teaching

In this section, faculty can reflect on salient issues related to their work with students and the development of their pedagogical philosophy. Faculty should help evaluators understand any disciplinary differences around teaching or pedagogical development such as the use of lecture versus discussion. Faculty may want to indicate what they have learned from learning outcome assessment processes and how this is influencing their teaching approaches.

In thinking about the future, faculty members should define teaching and learning goals for the next three years (e.g., development of new courses, strategies for addressing diversity, adding Hamline Plan designations to existing courses, incorporating more technology, development of a study abroad experience, development for pedagogy of relevance, etc.).

Scholarship or Artistic Accomplishments

In this section, any context that can be provided to aid evaluators in understanding the nature of the faculty member's scholarship or artistic production and how it fits into their field or straddles interdisciplinary areas is useful. If a faculty member is engaged in non-traditional scholarship, explain how this fits into professional development and disciplinary or interdisciplinary contexts.

In looking ahead, faculty members should identify what they see as next steps in their research or artistic agendas, listing key areas for future projects and perhaps a timeline for completion of potential work in the next three years.

Service to the School, University Community, and Profession

This section should look forward regarding future plans for service. Faculty could indicate if they intend to run for certain committees, if they will be holding office in professional associations, or if they expect to become chair or administrative head.