

**SAMPLE**  
**Bulleted items are suggestions of what could be included on the form.**

WEBER STATE UNIVERSITY  
Autobiographical Form  
2011-2012

Date last updated \_\_\_\_\_

Private

Instructions: This Autobiographical Form has been developed to provide candidates for promotion or tenure with the opportunity to present their qualifications in a concise and orderly manner. Candidates should include in this form, data which indicate how they have met the appropriate evaluative criteria. Supporting documentation, such as individual student evaluation forms, copies of publications, etc., should not be placed in the Professional File. These support documents should be maintained in a separate file by each candidate. All candidates are responsible for reviewing the ranking and tenure criteria to insure completeness of their files.

**I. OVERVIEW**

The candidates will provide a brief (two pages or fewer) summary of their work. Candidates should address the three areas, Teaching, Scholarship, and Service. This summary should not just repeat the information contained in the autobiographical form, but should highlight the candidate's accomplishments in each area.

**II. DEMOGRAPHICS**

Name \_\_\_\_\_

Present Position \_\_\_\_\_ Date of Appointment \_\_\_\_\_

College \_\_\_\_\_ Department/Program \_\_\_\_\_

Terminal degree in your field \_\_\_\_\_

Education

Institution	Discipline	Degree Earned	Dates

- academic degrees
- certification/licensure information
- academic awards/fellowships received as student
- date of tenure

### III. TEACHING

#### A. Teaching Experience

Institution	Position & Description	From - To (Mo & Yr)

- WSU/other colleges or universities
- visiting professorships
- teaching assistantships
- elementary/secondary school teaching (describe responsibilities for non-college teaching positions)

#### B. Other employment or academic experience which has contributed significantly to your position at Weber State University

Institution	Position & Description	From - To (Dates)

- business/industry employment
- sabbatical activities

#### C. List of courses taught

Title	Institution	Dates

- include WSU and other college's courses taught
- organize by year OR by institution
- ongoing clinical faculty/guest lecturer responsibilities

D. Development of teaching through travel, participation in conferences, workshops, seminars, short courses, etc. (include dates).

- organize by year OR
- organize by content area (discipline/pedagogy/etc.) OR
- narrative statement of how your teaching philosophy has developed/changed

E. List evaluations, scholarships, awards, and other honors received in recognition of teaching (include dates).

- department chair assessment of performance
- faculty teaching award recipient or finalist (not nominations for awards)

F. Teaching innovations (not merely updates) and/or developments (include dates).

- development of new programs or courses or instructional areas
- new pedagogies
- technology-based changes
- implementation of undergraduate research projects
- implementation of service learning and community-based learning
- interdisciplinary teaching projects
- narrative statement of how these innovations have impacted your teaching

G. Employment of engaged learning strategies such as service-learning, community-based research, undergraduate research, etc. (include dates).

- workshops related to discipline/expertise
- grants to improve teaching effectiveness
- serving on graduate committees
- supervision of student teaching/senior thesis/honors projects

H. Other teaching activities germane to your position (include dates).

#### IV. SCHOLARSHIP AND RESEARCH

A. Peer-reviewed (refereed) scholarship including published books, peer-reviewed articles, reviews, notes, etc. (use full reference notation: author(s) title, press, date).

- note if accepted for publication but not published (in progress, put in next section)

B. Scholarship not subjected to peer-review.

C. Unpublished manuscripts, thesis, dissertation, within-institution reports, community-based research reports, etc. (author(s), title, date, intended future of the work).

- works in progress/written results (state intended future)
- course modules or handbooks
- grant reports
- thesis or dissertation
- newsletters

D. Papers and/or addresses to professional groups (use full reference notation: author(s), title, organization, where presented, date).

- cross-reference if papers/addresses resulted in publications (Section IV A.)
- organize material according to year OR level (international/national/regional/state/local)

E. Papers and/or addresses to community groups (use full reference notation: author(s), title, organization, where presented, date. This includes presentations you and your students give to the community organization and for whom community-based research was conducted. Discuss the specific purpose of the presentation, who was in attendance, and how the research has been utilized by the community organization.

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F. Creative productions, e.g., painting, music, theater, etc., (include dates).

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- creative works which were developed for papers/addresses (multi-media, video, etc.)
- other creative works

G. Research projects and grants (describe and indicate dates).

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- federally funded grants
- state/local awards
- WSU awards
- include paragraph on project impact/outcome

H. Post-terminal degree professional education and/or professionally related work experience.

Institution\Work	Description	Dates

- post-masters/post-doctoral degrees or certificates
- professionally-related work experience (after MS/PhD)
- specialized training (accreditation, focus groups, facilitation, leadership, multi-media, etc.)
- include description of experience/benefit of experience

I. Meaningful connections between scholarship and teaching.

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J. Other scholarly activities (describe and include dates).

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- reviewer of text, manuscripts
- editorial board/editor/associate editor
- ongoing unwritten research efforts (alone or with colleagues)

**V. PROFESSIONALLY RELATED SERVICE**

A. Departmental, college, university, administrative, academic, senate, committee assignments, etc. Note if position of chair was held.

	Dates

- organize by level (university, college, department) OR by year
- advisor positions to student groups or department
- graduate program committees

B. Academic or nonacademic administrative performance as program director, department chair, director of substantial grant, center director, or any position which involved supervision of human and/or financial resources (include dates).

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- department chair, not committee chair
- conference director
- project director
- head of accreditation/regents review/strategic planning/evaluation/etc. teams
- other conference functions (session or workshop chair, speaker introductions)

C. Positions held or membership in professional organizations.

Organization	Date

- list by organization with position/offices beneath organization name
- honorary/scholarly organizations (Phi Kappa Phi, etc.)

D. Professionally-related community service (include dates).

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- state board, public schools, public agencies, other colleges or universities
- volunteer or paid efforts

E. Speech making to community (nonprofessional) groups in the area of the candidate's expertise (include dates and audience).

Title	Audience	Dates

- focus on non-professional groups (civic, volunteer, etc.)

F. Consulting and/or work experience (include dates).

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- consulting for campus or off-campus groups

G. Other professionally-related activities or service best described as public relations for the university that benefitted the university exclusive of Section E. Speechmaking (include dates).

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- nominee for organization awards (not teaching)
- board positions
- civic organization efforts
- fund-raising efforts (personal donations)
- student recruitment efforts
- development/coordination of continuing education workshops

## VI. RELEVANT ACTIVITIES NOT COVERED ELSEWHERE

Include here any pertinent information not adequately covered previously.

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- activities related to tenure or promotion criteria not listed earlier