

Saint Mary's College of California
Guidelines for Application for Interim Review

Form A: Faculty Profile
Interim Review

Each candidate who is undergoing interim review is to complete *Form A: Faculty Profile*. (Please refer to the *Faculty Handbook*, Section 2.6.2.2.2, Interim Reviews Conducted by the Rank and Tenure Committee.)

By **September 1**, one copy is to be given to the candidate's department chairperson and another copy is to be submitted to the office of the Provost for inclusion in the candidate's Rank and Tenure file. **Please make certain that a current curriculum vitae is included with the *Form A*.** Please follow the format below in preparing *Form A*.

1. **Application for interim review.** (Please specify current rank.)
2. **Professional history** (please use the following format):
 - a. Candidate's name
 - b. Date of submission
 - c. Degrees earned (major field), institution, date awarded
 - d. Record of appointment to Saint Mary's College
3. **Date of initial appointment.**
4. **Dates of appointments** to the ranks of Instructor, Assistant Professor, Associate Professor, Full Professor (as applicable).
 - a. Full-time appointments at other institutions of higher education: name of institution, rank or position, dates.
 - b. Other full-time appointments, e.g., name of firm or institution, rank or position, dates.
 - c. Other professional appointments.
5. **Teaching responsibilities at Saint Mary's College.**

Titles of different courses taught during this period. Please indicate other pertinent information, such as the level of the course (e.g., upper division, graduate), whether it was a course being taught by the candidate for the first time, whether it was a newly developed course, etc.

PLEASE USE APPENDIX A (SEE ATTACHED SHEET).

6. **General criteria for interim review.** This criteria is the same as the criteria for tenure and promotion as set forth in the Statement on Criteria for Promotion and Tenure, in the *Faculty Handbook*, Section 2.6.1. Please address carefully each of the general criteria:
 - a. Teaching effectiveness
 - b. Scholarly interests and pursuits
 - c. Service to the College