

**Professor Salary Incentive Program
Application Form
2023**

Name

Rank

College

Department

Year appointed to Missouri State as full professor or distinguished professor

The following information must be included with this application form (*in this order*):

- **Cover Letter** not to exceed three pages with 12-point font. The cover letter should include a clear explanation in lay terminology of how the applicant has exceeded departmental criteria for promotion to professor in the area of research productivity and demonstrated sustained successful teaching and service. Applicant should specifically address the quantity, dissemination, and impact of his/her research and describe mentoring of students.
- **Research Vitae** (10 page limit) that clearly presents scholarly accomplishments with complete references and highlights work involving students.
- **Matrices or tables** illustrating the applicant's (a) workload over the previous 5 years, including graduate/undergraduate teaching assignments, sabbaticals, fellowships, and reassigned time; (b) teaching achievements relative to departmental requirements; (c) service contributions relative to departmental requirements; and (d) research accomplishments relative to departmental criteria. The research matrix should highlight productivity levels across at least a 5-year period. Examples and support for building these visuals will be provided as part of preparation workshops for prospective applicants. Also, application materials from the 2014 PSIP recipients are posted online and can serve as examples.
- **Supporting Materials** (limit of 20 single-space pages) which can include additional research artifacts if desired. This section can be used to elaborate on how the applicant has met criteria regarding research productivity and student mentoring. An explanation of the level of productivity within the context of workload and accomplishments in teaching and service also would be appropriate. All pages should be numbered. If using page protectors, include only one single-sided page per protector. Each original page of copied material counts as one page no matter the size of the final copy (e.g., if material is reduced to fit two pages onto one, it will count as two pages).
- **One Complete Scholarly Artifact.** While the committees at both the college and university levels reserve the right to request additional information referenced in the vitae, applicants must make available one complete scholarly artifact such as a published article, book, or creative work as a part of the college-level review process.

Notes:

1. First level of evaluation conducted at the college level to document sustained successful teaching and service.
2. Second level of evaluation conducted at the college and university levels. Focus is on the quantity, dissemination, and impact of research as well as the extent of mentoring students.
3. Details regarding requested format of submitted materials (electronic, portfolio, etc.) will be provided by each college.
4. Applications should be prepared with the understanding that if selected, materials will be posted on the MSU website.

APPLICATION and FULL PACKAGE OF MATERIAL is due to the college dean's office on December 15, 2023. Submit materials either in hard copy or digital (PDF or Word) format.