

## Promotion and Tenure Application

(Name) \_\_\_\_\_ plans to submit an application  
for:

Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

to Assistant Professor \_\_\_\_\_

to Associate Professor \_\_\_\_\_

to Professor \_\_\_\_\_

Please submit this cover page to:

- **the Dean of your School,**
- **with a copy to the Executive Vice President's Office (Box 1011 MB 116)**

as soon as possible.

This will enable the School Committee to plan its work in advance of receiving the formal application and supporting material on **September 10.**

**PROMOTION AND TENURE APPLICATION: Due September 10 to the School Committee**

FOR PROMOTION \_\_\_\_\_

FOR TENURE \_\_\_\_\_

to Assistant Professor \_\_\_\_\_

to Associate Professor \_\_\_\_\_

to Professor \_\_\_\_\_

Name \_\_\_\_\_

School \_\_\_\_\_

Present Rank \_\_\_\_\_ Became Effective \_\_\_\_\_

EDUCATION:

Degrees      Institution      Major      Year

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Teaching fields in which you have at least 18 graduate credits:

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FACULTY AND ADMINISTRATIVE EXPERIENCE AT ST. EDWARD'S:

Initial Appointment: Rank \_\_\_\_\_ Date \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Promotions To:

Rank      Date      Full or Part-time

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Tenured: Yes \_\_\_\_\_ No \_\_\_\_\_

Leaves Taken:

Sabbatical: Yes \_\_\_\_\_ No \_\_\_\_\_ Semester(s) and Year \_\_\_\_\_

Other: Please specify and give dates \_\_\_\_\_

Courses Taught (since last promotion): (Use reverse side or additional page)

<u>Course</u>	<u>Semester/Term</u>	<u>Credit Hours</u>	<u>Average Enrollment</u>

Administrative Responsibilities:

<u>Title</u>	<u>Dates</u>	<u>Time Allotments</u>

FACULTY AND ADMINISTRATIVE EXPERIENCE AT PREVIOUS INSTITUTIONS:

<u>Institution</u>	<u>Rank/Title</u>	<u>Dates</u>	<u>Full- or Part-time</u>

Note: For length of service interpretation see: Faculty Manual 2.1.2.2.

PLEASE APPEND A CURRENT AND COMPLETE RESUME TO THIS APPLICATION.

SELF-EVALUATION:

Promotion and tenure will be granted in accord with the requirements of the Faculty Manual approved by the Board of Trustees March 1, 2002. The Evaluation Section (2.5) describes the criteria and the evidence required for justifying promotion and tenure requests.

**Include** in your promotion and/or tenure portfolio a **self-evaluation and substantiating documentation** addressing each of the evaluation categories specified for Teaching Faculty (all sections of 2.5.1), Librarians (all sections of 2.5.2) and/or Faculty Holding Administration Appointments (all sections of 2.5.3 plus 2.5.1 or 2.5.2), depending upon your specific faculty appointment. Faculty holding appointments in more than one of the three main types of faculty positions are

expected to document the evaluation categories of each applicable type of position. In tenure applications, administrators must document long term potential as a teacher or librarian since tenure is for the faculty (teaching, librarian) position. (Administrative positions are not permanent appointments and as such, faculty are tenured as teaching faculty or librarians, not as administrators.)

Standards of Accomplishment (2.5.5) required for specific ranks and for tenure are described in the descriptions of specific ranks (2.1.3.2., 2.1.3.3., and 2.1.3.4.), specified in the respective sections on Promotion (2.6.4.1, 2.6.4.2, and 2.6.4.3) and Tenure (2.7.2) and summarized in the chart in the Evaluation Section (2.5.5).

Applicants are responsible for preparing a portfolio that includes a self-evaluation and documents all relevant criteria with appropriate evidence as specified for each category. Personal professional development plans and evidence of how they were carried out provide important documentation. Documentation for promotion should focus most heavily on accomplishments since your last promotion. Applicants for professor are reminded that The Faculty Manual states: "The rank of Professor is granted as an acknowledgment of the consistently high quality of a faculty member's strong contributions to all areas of university life and a consistent and sustained record of excellence in teaching, service, and professional development (2.1.3.4.)." Documentation for tenure must provide evidence of significant sustained growth in prior years of service, including recent significant accomplishments and demonstrated potential for continued contributions at the level required.

#### TABLE OF CONTENTS:

Provide a table of contents listing all materials submitted.

Signature \_\_\_\_\_ Date \_\_\_\_\_