Required materials for standard application:

The online application dossier for tenure and/or promotion contains the items below. The applicant must submit all versions or examples of the items from the probationary period as applicable.

I. Introduction

1) Tenure Application Form (if applying for tenure)

2) Promotion Application From (if applying for promotion)

3) Curriculum vita; not to exceed ten pages in 10-point type.

4) Relevant Statement(s) of Expectations

5) Department Teacher-Scholar Model

6) Job description for alternative workload assignment (if any)

7) Annual Performance Review(s) and Evaluation(s) including all:

a) The application for joint tenure and promotion or for tenure only includes: All probationary evaluations including Department Committee’s, Chair’s and Dean’s/appropriate manager’s evaluations for the entire probationary period Years 2—4. (also include Year 1 evaluation for probationary faculty whose Year 1 Evaluation was a formal written evaluation)

a. All Department Committee Performance Reviews and Evaluations

b. All Department Chairperson Performance Reviews and Evaluations

c. All Dean/appropriate manager Performance Reviews and Evaluations

b) The application for promotion only includes: Year 1 evaluations including those of the Department Committee, Department Chairperson, and Dean/appropriate manager.

II. Effective Teaching and Fulfillment of Professional Responsibilities

1) Applicant's narrative summary of accomplishments, not to exceed six pages

2) Official student evaluation reports from all of the above Annual Performance Review(s) (III.B.5.I pt 7)

3) All Peer Observations and/or Director’s Evaluations from Annual Performance Review(s) and Evaluation(s) required above (III.B.5.I pt 7)

4) Evidence of performance not to exceed ten pages total including such things as:

a) Syllabi

b) Teaching materials

c) Evidence of advising effectiveness

d) Statement(s) from immediate supervisor(s) not involved in the evaluation or recommendation of the applicant.

III. Continuing Scholarly Growth

1) Applicant's narrative summary of accomplishments, not to exceed five pages

IV. Service

1) Applicant's narrative summary of accomplishments, not to exceed five pages

V. Index of Supplemental Materials

1) A detailed listing of the supporting materials divided into the three areas of teaching, scholarship, and service.

2) A copy of this listing must be included at the front of the supplemental materials to serve as a table of contents. In addition, the supporting materials must be referenced in the Application Dossier.