

## **PROMOTION AND TENURE NOTEBOOK CHECK SHEET**

- Notice of Eligibility to Candidate from Chair (not required)
- Request to be considered for tenure/promotion (not required)
- Request to be consideration from Candidate to Chair (not required)

### **Section 1**

- Application to be a tenured faculty member
- Tenure Summary Sheet
- Application for promotion
- Promotion Summary Sheet

### **Section 2**

- Form 1 Employment and Degrees - Tenure
- Form 1 Employment and Degrees - Promotion

### **Section 3**

- Vita

### **Section 4**

- Form 2 Teaching, Research, Service- Tenure
- Form 3Candidate's Narrative Statement - Tenure
- Form 2 Teaching, Research, Service- Promotion
- Form 3Candidate's Narrative Statement - Promotion

### **Section 5**

- Form 4 Course Load – Tenure
- Form 4 Course Load - Promotion

### **Section 6**

- SAI

### **Section 7**

- FAE

### **Section 8 (Please make sure to obtain signatures from all committee members)**

- Form 5 Departmental Committee Recommendation- Tenure
- Form 6 Chair/Director Recommendation - Tenure
- Form 5 Departmental Committee Recommendation- Promotion
- Form 6 Chair/Director Recommendation - Promotion

### **Section 9 (Please obtain signatures from all committee members on both the Promotion and Tenure forms. Make sure to included signatures of individuals abstaining or ineligible to vote.)**

- Form 7 College/Division Committee Recommendation- Tenure
- Form 8 Dean Recommendation- Tenure
- **ADDED BY DEAN'S OFFICE**
- Notification to Candidate of Dean's Recommendation- Tenure
- Form 9 – Vice President and Presidents Recommendation- Tenure
- Form 7 College/Division Committee Recommendation- Promotion
- Form 8 Dean Recommendation- Promotion
- Notification to Candidate of Dean's Recommendation- Promotion
- Form 9 – Vice President and Presidents Recommendation- Promotion

### **Section 10 (to be added if necessary after P&T committee recommendation)**

- Request for Appeal from Candidate to Vice President
- Request for Appeal from Candidate to President
- University Promotion and Tenure Appeals Committee Response