

## Information Sheet for Tenure and Promotion Review

*Use this coversheet if faculty member is applying for both tenure and promotion at the same time*

Faculty Name: \_\_\_\_\_

College: \_\_\_\_\_ Department/School: \_\_\_\_\_

Year of Tenure-Track Hire: \_\_\_\_\_ Year Eligible for Awarding of Tenure: \_\_\_\_\_

Terminal Degree: \_\_\_\_\_ Year Terminal Degree Obtained: \_\_\_\_\_

Current Rank (Assistant or Associate): \_\_\_\_\_ Service Credit Awarded: \_\_\_\_\_

If current rank Associate, date promoted to Associate Professor: \_\_\_\_\_

Current Probationary Year (please circle appropriate year):

1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>    6<sup>th</sup>

### Recommendations and Faculty Response

Committee Recommendation: [ ] in favor [ ] opposed [ ] split decision

Committee Chair signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Committee report date: \_\_\_\_\_ (The faculty member will have 7 calendar days for response or rebuttal)

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty response or rebuttal date (if applicable): \_\_\_\_\_

Chair's recommendation: [ ] in favor [ ] opposed

Chair's signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chair's letter date: \_\_\_\_\_ (The faculty member will have 7 calendar days for response or rebuttal)

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty response or rebuttal date (if applicable): \_\_\_\_\_

Dean's recommendation: [ ] in favor [ ] opposed

Dean's signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's letter date: \_\_\_\_\_ (The faculty member will have 7 calendar days for response or rebuttal)

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty response or rebuttal date (if applicable): \_\_\_\_\_

**Received in Faculty Affairs** (date): \_\_\_\_\_

[ ] Supplementary materials (physical description):

**PLEASE SEE INSTRUCTIONS ON REVERSE SIDE OF THIS PAGE**

## **INSTRUCTIONS**

The following materials must be included for those faculty undergoing their Tenure Review in the order shown below:

- (1) Information Sheet for Tenure and Promotion Review
- (2) Academic Senate Policy Choice Form (to be completed by all faculty being reviewed for tenure and/or promotion)
- (3) Candidate's letter of rebuttal (if applicable) to College Dean's recommendation
- (4) College Dean's recommendation
- (5) Candidate's letter of rebuttal (if applicable) to Chair's/Director's recommendation
- (6) Chair's/Director's recommendation
- (7) Candidate's letter of rebuttal (if applicable) to HRT Committee's recommendation
- (8) HRT Committee's recommendation
- (9) Candidate's Curriculum Vitae (CV)
- (10) Index to Supplemental Materials
- (11) Supplemental Materials