

Promotion Application Form

Application for promotion in Academic Rank to: _____

1. Name: _____ Department: _____

2. Present Academic Rank: _____

Year in which present rank was awarded: _____

3. Number of Years Employed at Shawnee State University: _____

Date of Initial Contract: _____ Graduate _____ Undergraduate _____

4. I am applying for promotion under the following guidelines: (Check one only)

- ☐ Excellence in teaching (Assistant Professor).
- ☐ Excellence in teaching and outstanding achievements in scholarship (Associate Professor).
- ☐ Excellence in teaching and outstanding achievements in service (Associate Professor).
- ☐ Excellence in teaching & substantial contributions in both scholarship and service (Associate Professor).
- ☐ Excellence in teaching, outstanding achievements in scholarship, and substantial contributions in service (Full Professor).
- ☐ Excellence in teaching, outstanding achievements in service, and substantial contributions in scholarship (Full Professor).

5. Highest Degree: _____ Date Awarded: _____

Major Field of Study: _____

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CERTIFICATION OF COMPLETENESS OF PROMOTION APPLICATION

I certify that the following documentation is contained in this file: (please check)

- _____ A. A standard promotion form which shall be available on the Provost web page.
- _____ B. A cover letter including eligibility for promotion, basis for promotion, and a short summary of additional information.
- _____ C. A detailed and current vita.
- _____ D. A letter of support from the Chairperson of the department.
- _____ E. Three letters of reference of support from professional and/or academic colleagues.
- _____ F. A narrative describing excellence in teaching, including a faculty-developed summary of all student evaluations for the past three academic years, and Dean or Chair's in-class evaluation for each year since last promotion, if candidate does not hold a continuing contract or tenure.
- _____ G. A narrative supporting scholarship and/or service (See CBA Article 11, Sections 5 D & E).
- _____ H. Appendix (See CBA Article 11, Section F).

Signature of Applicant

Date