Promotion Application Form

Application for promotion in to: _____

- 1. Name: _____
- 2. Department: _____
- 3. Present Academic Rank: _____
- 4. Year in which Present Rank Awarded:

5. Number of years employed at Shawnee State University:

- 6. Date of Initial Contract:_____Graduate:____Undergraduate: _____
- 7. 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 and outstanding achievements in commercialization (Associate Professor).

Excellence in teaching & substantial contributions in two of the three categories: scholarship, service, and/or commercialization (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).

Excellence in teaching, outstanding achievements in commercialization and substantial contributions in scholarship and/or service (Full Professor).

- 8. Highest Degree: _____ Date Awarded: _____
- 9. Major Field of Study: _____



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 support from professional and/or academic colleagues.
- F. _____ A narrative describing excellence in teaching, including a faculty-developed summary of all student evaluations, 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 and/or commercialization (See CBA Article 11, Section 6 C-F).
- H. _____ Appendix (See CBA Article 11, Section 6 G).

Date

Rev. 8-2016

