

APPENDIX C: PROMOTION/TENURE APPLICATION

Application for promotion to: _____

1. Name: _____
2. Department/School: _____
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).
 - ☐ Applying for Tenure Only, Without Promotion.
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 as required in Article 11.
- G. _____ Dean or Chairperson's/School Director's in-class evaluations for each year since last promotion if not holding tenure or continuing contract. One Dean or Chairperson's/School Director's in-class evaluation for the year prior to this application if tenured or holding continuing contract.
- H. _____ A narrative supporting scholarship and/or service and/or commercialization (See CBA Article 11).
- I. _____ Appendix (See CBA Article 11).

Signature of Applicant

Date

Rev. August 2024