

APPLICATION FOR PROMOTION AND/OR TENURE

NAME _____ REQUESTED RANK (and/or TENURE) _____

DEPT. _____ DATE OF LAST PROMOTION _____

UNIVERSITY ADDRESS _____

PRESENT RANK _____ DATE OF EMPLOYMENT AT MARSHALL _____

ACKNOWLEDGMENT OF COMPLETED FILE, INCLUDING LETTERS OF RECOMMENDATION OR NON-RECOMMENDATION FROM DEPARTMENT CHAIRPERSON AND COMMITTEE; NO MATERIAL MAY BE ADDED OR DELETED HEREAFTER:

CHAIRPERSON OF DEPARTMENT _____ (SIGNATURE) _____ (DATE)

CHAIRPERSON OF DEPT. COMMITTEE _____ (SIGNATURE) _____ (DATE)

APPLICANT _____ (SIGNATURE) _____ (DATE)

(Applicant to sign last)

DATE OF DELIVERY TO DEAN'S OFFICE AND INITIALS OF PERSON RESPONSIBLE FOR DELIVERY:

DEPARTMENT COMMITTEE:

Recommends _____ Priority within rank _____ Does not recommend _____

CHAIRPERSON:

Recommends _____ Priority within rank _____ Does not recommend _____

COLLEGE COMMITTEE:

Recommends _____ Priority within rank _____ Does not recommend _____

DEAN:

Recommends _____ Priority within rank _____ Does not recommend _____

PROVOST & SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS:

Recommends _____ Priority within rank _____ Does not recommend _____

THE PRESIDENT OF MARSHALL UNIVERSITY, AS CHIEF ADMINISTRATOR AND EXECUTIVE OFFICER, HAVING CONSULTED WITH THE APPROPRIATE ACADEMIC UNITS:

GRANTS PROMOTION _____ GRANTS TENURE _____

DOES NOT GRANT PROMOTION _____ DOES NOT GRANT TENURE _____

NOTE: AT ALL LEVELS, EVERY APPLICANT RECOMMENDED FOR PROMOTION WILL BE GIVEN A PRIORITY NUMBER AMONG ALL OTHER APPLICANTS RECOMMENDED FOR THE SAME RANK. THE COMPLETE APPLICATION, ACCOMPANIED BY SUPPORTING DATA, WILL BE FORWARDED THROUGH EACH LEVEL UNTIL IT REACHES THE PRESIDENT. IT IS THE RESPONSIBILITY OF THE PRESIDENT TO NOTIFY THE APPLICANT FOR PROMOTION AND/OR TENURE OF THE FINAL DECISION. AT THE END OF THE PROCESS, ALL ACCOMPANYING SUPPORTING DATA WILL BE RETURNED TO THE APPLICANT. GRIEVANCE PROCEDURE WILL FOLLOW GUIDELINES IN THE GREENBOOK AND POLICY BULLETIN 36; NO GRIEVANCE MAY BE FILED PRIOR TO THE PRESIDENT'S DECISION.