

**APPLICATION ROUTING FORM FOR PROMOTION AND / OR TENURE**

NAME \_\_\_\_\_ REQUESTED RANK \_\_\_\_\_

APPLYING FOR TENURE \_\_\_\_\_

DEPT. \_\_\_\_\_ DATE OF LAST PROMOTION \_\_\_\_\_

PRESENT RANK \_\_\_\_\_ DATE OF MU EMPLOYMENT \_\_\_\_\_

APPLICANT \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

**ACKNOWLEDGMENT OF PORTFOLIO. NO MATERIAL MAY BE ADDED OR DELETED HEREAFTER:**

CHAIRPERSON OF DEPARTMENT \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

CHAIRPERSON OF DEPT. COMMITTEE \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

DEAN'S OFFICE \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

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**REVIEW (RECOMMEND OR NOT RECOMMEND)**

**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 & PORTFOLIO, 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 BOG POLICY BULLETIN 26 & 28. NO GRIEVANCE MAY BE FILED PRIOR TO THE PRESIDENT'S DECISION.**

**\*Form for administrative purposes only.**