

College of Science Promotion & Tenure Guidelines

For Use with MU-BOG AA-26 and AA-28 (April 2014)

Revised 8 September 2017

Introduction

Marshall University Board of Governors (BOG) policies define the procedures and general performance criteria for promotion and tenure at Marshall University. All faculty members and reviewers are encouraged to read the policies on promotion (AA-26) and tenure (AA-28), and to become familiar with the definitions, requirements and procedures outlined therein. The College of Science Promotion & Tenure Guidelines do not replace or supersede BOG policies, but are intended to supplement them, and to develop specific reporting requirements and performance standards to be used when preparing and reviewing CoS faculty tenure and/or promotion applications.

“Promotion in rank is a reward for meritorious professional achievement” (MU-BOG Policy AA-26; April 2014). The College of Science requires that applications for promotion include a factual, documented record, from multiple sources of evidence, of sustained achievement in each of the three areas of faculty responsibility since first appointment or last promotion in rank, whichever is more recent. The required areas of faculty responsibility are: 1) teaching and advising, 2) research, scholarship and creative activities, and 3) service and professional development.

“Tenure is awarded not only for past achievements, but also in anticipation of continued achievement in all areas of faculty responsibility” (MU-BOG Policy AA-28; April 2014). Applications for tenure will be reviewed both for past achievement, and for evidence demonstrating that the candidate is likely to continue a record of achievement in the three areas of faculty responsibility noted above. In addition, AA-28 notes that “[m]ajor attention shall be given to the quality and caliber of professional accomplishments and to the future promise as an educator, scholar or artist, and responsible university citizen.” The policy describes University Citizenship as encompassing . . .

contributions that transcend organizational and disciplinary boundaries and meaningfully influence and benefit all parts of the University community, fostering a culture of engagement. Exemplary university citizens commit time and energy working with others to foster cooperation and collaboration between and among elements of the institution and its constituents, thus improving and enhancing Marshall University and its sense of community.

And states that:

The elements of University Citizenship may include, but are not limited to: positive leadership of governance bodies, contributions to disciplinary/professional growth and innovation, furthering civil discourse/intercultural understanding, constructive mentoring of both students and faculty colleagues, and contributions toward achieving a progressive future for the institution.

Regarding the timing of promotion and tenure applications, MU-BOG policy (AA-26) specifically states that *only faculty members who have been granted tenure are eligible for promotion*. When a faculty member applies for promotion and tenure concurrently, the tenure decision precedes the decision on promotion. A negative tenure decision automatically results in a negative promotion decision. The

current guidelines, therefore, expressly prohibit an application for promotion prior to, or in the absence of, an application for tenure.

The award of tenure and promotion to the rank of Associate Professor requires a record of professional recognition that transcends local organizations and activities, as well as evidence of sustained scholarly productivity and increasing reputation in field. The applicant must have demonstrated professional performance in all three areas of faculty responsibility, which must include evidence of responsible university citizenship in each area. In addition, the applicant must demonstrate exemplary performance in at least one area, which must be either Teaching and Advising or Research, Scholarship, and Creative Activities. Exemplary performance in an area of responsibility requires notable and sustained examples of responsible university citizenship related to that area.

Promotion to the rank of Professor requires evidence of substantial professional participation in regional, national, and/or international organizations and a significantly higher level of sustained scholarly productivity than is required for promotion to lower rank. In addition, promotion to full Professor requires demonstrated and sustained exemplary achievement in two of the three areas of faculty responsibility. If the applicant's contract includes an addendum specifying the area of exemplary performance, this area will be used in evaluating the promotion and tenure application. To achieve professional performance in an area of responsibility, a faculty member must include evidence of responsible university citizenship in that area. Exemplary performance in an area of responsibility requires notable and sustained examples of responsible university citizenship related to that area.

Areas of Faculty Responsibility

Teaching and Advising. Quality instruction is critical to the mission of the College of Science. Sustained achievement in teaching, advising and related activities is required for both tenure and promotion, and candidates are encouraged to strive for excellence in this area. MU-BOG policy (AA-26) indicates that:

“Teaching and Advising responsibilities and duties may include, but are not limited to: command of disciplinary knowledge and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students; contributions to curricular development, including development, promotion and delivery of off-campus academic programs, either through electronic means or conventional travel to off-campus course locations; and instructional development of faculty colleagues.

In some cases, an offer of appointment in the College of Science will indicate that teaching duties are of particular importance to the department, and must be designated as an area of excellence in applications for promotion and or tenure. In such circumstances, applicants are encouraged to consult with their chairs to identify departmental norms and standards for teaching excellence. Faculty members should also participate in programs offered by the Marshall University Center for Teaching and Learning (CTL), and are encouraged to participate in off-campus meetings, workshops and other professional development activities that focus on teaching and learning.

Applications for tenure in the College of Science will be reviewed for the quantity and quality of professional accomplishments in teaching and advising, and for the applicant's future promise as an educator. A demonstration of professional performance in Teaching and Advising must include evidence

of responsible university citizenship in this area. Exemplary performance in Teaching and Advising will require notable and sustained examples of responsible university citizenship related to this area.

Research, Scholarship and Creative Activities. All faculty members are expected to remain current in their specific disciplines, and the primary mechanism for maintaining expertise is through the establishment and maintenance of an active research program. MU-BOG policy (AA-26) states that the responsibilities and duties associated with Research, Scholarship, and Creative Activities . . .

may include, but are not limited to: number, quality, and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative performances; and contributions to the professional development and achievement of colleagues.

The extent to which a faculty member participates in research is dependent, in part, on the priorities of her or his department, the availability of reassigned time to devote to research projects, and the availability of funding – both internal and external – to support research. In some cases, an offer of appointment will indicate that research is of particular importance to the department. In these situations, the department, college and university commit time and financial resources to support the establishment of a successful research program. When such resources are provided to a faculty member, research must be designated as an area of excellence in applications for tenure and/or promotion. Faculty members should regularly consult with their chairs as well as senior faculty colleagues to identify funding opportunities and appropriate levels of productivity in their discipline.

Applications for tenure in the College of Science will be reviewed for the quantity and quality of professional accomplishments in Research, Scholarship and Creative Activities, and for the applicant's future promise as a scholar. A demonstration of professional performance in Research, Scholarship and Creative Activities must include evidence of responsible university citizenship in this area. Exemplary performance in Research, Scholarship and Creative Activities will require notable and sustained examples of responsible university citizenship related to this area.

Service and Professional Development. All faculty members in the College of Science are expected to participate in service activities at the department, college, and university levels, and to engage in community service. MU-BOG policy (AA-26) states that . . .

Service and Professional Development responsibilities and duties may include, but are not limited to: contributions within the department/division, within the college, or university-wide; contributions to official student organizations or other university-related organizations; other work on behalf of the student body, faculty, staff or administration of the university. Service to the community includes, but is not limited to: service on a compensated or pro bono basis to governments, to educational, business, or civic organizations, or to the public; involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business, or civic organizations.

Recognized achievement in service requires that the faculty member perform functions that have real impact within or outside the university. Reportable service activities must be aligned with the mission and goals of the department, college, and university, and must be documented and capable of being evaluated. Real achievement in service is creative, diverse, and sustained. Examples include activities

that address important local and regional needs, make use of the faculty member's special expertise and knowledge and where the faculty member's participation is pivotal to the success of the activity, organization, etc.

Applications for tenure in the College of Science will be reviewed for the quantity and quality of professional accomplishments in Service and Professional Development. A demonstration of professional performance in Service and Professional Development must include evidence of responsible university citizenship in this area. Exemplary performance in Service and Professional Development will require notable and sustained examples of responsible university citizenship related to this area.

Accommodating academic disciplinary differences

The personnel policies and procedures of the College of Science allow flexibility in weighing areas of faculty performance in order to accommodate a range of disciplinary specialties. However, in all disciplines the quality and impact of the faculty member's efforts will be assessed primarily through evaluated measures. It is the responsibility of each of the departments to use credible and objective means to distinguish *exemplary* performance for purposes of promotion and tenure recommendations from *professional* performance.

Written external evaluations

MU-BOG Policy AA-28 states "College/School tenure guidelines may permit department/division tenure guidelines to include provisions for external reviews of a candidate's application, or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for tenure from that department/division." All departments within the College of Science require external evaluations to accompany applications for both tenure and promotion. MU-BOG policy mandates that the selection of external reviewers must be collaborative, allowing for participation of both the applicant and the department chair or division head. The specifics of the CoS policy are:

- The candidate will submit a list of recommended external evaluators to the department chair or the chair's designee. The candidate will identify those people on the list with whom he/she has or has had a personal, professional or financial relationship, and the nature of the relationship. The chair of the departmental committee shall add names of evaluators, including individuals from peer institutions, to this list, and send it to the department chair. The committee chair and department chair should seek to obtain letters both from people who know the candidate and those who do not. The committee chair shall consult with both the department chair and the applicant to identify the final list of individuals to be asked to perform the evaluation. The external evaluators selected should include senior members of the profession and individuals of demonstrable prominence in their field. "The selection of final reviewers must be agreed upon by both parties. If agreement is not possible, the college/school Dean or Dean's designee will have final authority to choose external reviewers from the names submitted" (MU-BOG Policy no. AA-28; section 4.2.2). The applicant's department shall determine the number of external evaluators required.
- To facilitate the external evaluations, the candidate will supply to the committee chair current and accurate materials including a curriculum vitae and a summary of no more than three pages each in the three areas of evaluation (*note* - candidates should refer to the timeline

found at the end of this document). The department chair will provide a letter describing the nature of the candidate's position, including the amount of reassigned time, start-up funds, and other support as applicable that was provided to the candidate. The letter will also indicate the area(s) to be evaluated for exemplary performance. Letters to evaluators at comparable academic institutions should request a statement as to whether the candidate's application would be likely to be successful at their institution.

- Candidate information will be supplied to the evaluators in an electronic file format. Evaluators will be requested to confine their comments to aspects of the candidate's performance about which they have some insight and to comment on their personal knowledge of or relationship to the candidate.
- The letters provided by the evaluators will not be made available to the candidate unless such action is directed by university legal counsel.
- If an applicant is denied promotion and reapplies at a later date, evaluation letters may only be re-used in the academic year immediately following the initial application.

Written internal evaluations

The responsible departmental committee may solicit written, signed and dated comments from students, staff, and colleagues to be submitted directly to the committee. Under no circumstance are faculty candidates for promotion and tenure to solicit comments from students or former students.

Pre-Tenure Review

MU-BOG policy (AA-28) requires that “[a]ll tenure track faculty members will be evaluated by the criteria used for promotion and tenure in their college/school and department/division” as a pre-tenure review. The date of this pre-tenure review must be stated in the initial letter of appointment.” The College of Science fulfills the pre-tenure review responsibility by requiring faculty members who are in review to prepare a package using the regular promotion and tenure guidelines, except that no external reviews are solicited or included in the package. Pre-tenure review packages are reviewed and commented upon by the reviewed faculty member's departmental committee, his or her chair, and his or her dean. Pre-tenure review packages are not reviewed by the college committee, and are not forwarded to the Provost for review. Because there are no external letters required, and the number of reviews is different, the timeline for the pre-tenure review process is modified relative to the tenure and promotion timeline. Both timelines are detailed on page 10 of this document.

Board policies (AA-7, AA-28) also state that an exceptional pre-tenure evaluation will result in a 5% salary increase for the applicant. College of Science policy requires that the applicant receive exemplary ratings in all three areas of faculty responsibility, and at all levels of review (departmental committee, department chair, and dean), in order to meet the standard of an exceptional pre-tenure evaluation.

Elements and Organization of a Promotion and/or Tenure Application

An application for promotion and/or tenure should be organized in such a way that all required information and supporting materials are provided in a standard format so that they are easily found, read and evaluated.

All materials submitted by the applicant should be provided on standard white paper (e.g. copy paper of 20 pound weight and 92 brightness or higher) with one-inch margins all around and 10 point or larger Arial or 11 point or larger Times New Roman type.

All required and supporting information must be placed in a standard three-ring binder, and each section (described in detail below) must be separated by a clearly labeled tab divider. Transparent and colorless sheet protectors with three-hole adapters may be used but are not required. If sheet protectors are used, each one must contain no more than two pages, placed back to back so that all pages can be read without being removed from the protector. Staples should be removed from any multi-page documents before they are added to the application package.

A 1.5-inch binder is normally sufficient to include all required and supplemental materials, and binders are limited to a maximum of 2.0 inches. The inclusion of materials in addition to those described here is not helpful to the review process, and is discouraged. Department chairs are responsible for making sure that applications meet the guidelines, and may ask applicants to remove extraneous materials to conform to the 2.0 inch maximum.

- I. Cover page.** The cover page should indicate the intent of the application (i.e. promotion and/or tenure). If the applicant is seeking promotion, the cover page should indicate the rank sought and the department (e.g. “Application for Promotion to Associate Professor of Biological Sciences with Tenure”). The cover page should also indicate the name and rank of the applicant, and the date of the application.
- II. Application for Promotion and/or Tenure.** This is a standard form (attached). Note that the applicant should only complete the top four lines of the form prior to submission of the application to the department chair. The following three signature lines are completed only upon transmission of the application from the departmental committee to the department chair. Note – the applicant must be notified in writing by the committee chair or administrator responsible for that step in the review process of a negative recommendation. Notification must be within two business days of the determination. The notification must include a rationale for the recommendation.
- III. Promotion & Tenure Summary.** This is a standard form (attached). The applicant must provide the information requested, sign, and date the form. The form provides a small area for a summary of the applicant’s activities in his or her area(s) of excellence. If more room is needed, this summary can be provided on a separate page. The summary should not exceed one page and should be placed in the application binder immediately following the Promotion & Tenure Summary Form.
- IV. Biographical Information.** The applicant must provide:
 - a.** A brief summary of his or her educational and employment history, not to exceed one page.
 - b.** An up-to-date curriculum vita focusing on the period since first appointment or last promotion in rank, whichever is more recent.
 - c.** A copy of his or her addendum to contract, if one was provided at the time of employment.

- d. Copies of all of the reviews/recommendations arising from the applicant's pre-tenure review.
- e. A copy of this policy document.

V. Teaching and Advising. In *no more than three pages* with one inch margins all around and 10 point or larger Arial or 11 point or larger Times New Roman type, the applicant must summarize his or her teaching, advising and related activities in each of the following categories during the period since first appointment or last promotion in rank, whichever is most recent. Photocopies of official documents (i.e. those not generated by the applicant but which supplement the three-page summary) will not count against the page limit but must be relevant to the specific items identified below and must not be excessive in length. The departmentally designated committee shall check the accuracy of information included in promotion and/or tenure packets.

- a. A list of recalculated class evaluation scores by semester in tabular form. The table should indicate the semester, the course number, section number(s), CRN, the census class enrollment, grade distribution, and drop rate. Supplemental materials must include a *complete* set of summary sheets for classroom evaluations in all classes taught, and a complete and verbatim compilation of all written student comments from course evaluation forms. (Note - departmental chairs are to maintain department averages for student evaluation of classroom instruction, grade distributions, drop rates, uniform exam scores, and prerequisite follow-up forms in order to determine standards for the discipline. Average section grades significantly outside course norms must be explained. It is helpful to break down such standards into categories such as undergraduate/graduate, lower division/upper division, service/major, intro/advanced as appropriate for the discipline)
- b. New courses or programs developed or implemented. Provide titles, dates taught, and average enrollment.
- c. Development of E-courses (provide titles, dates taught, and average enrollment).
- d. Student advising activities including mentoring students in Capstone, independent study, or other student research projects. Include student's name and date of graduation/expected graduation, the semester in which work was performed, and a brief title.
- e. Direction of (or service on) thesis, dissertation and comprehensive exam committees. Indicate whether served as chair or a member.
- f. Development and/or incorporation into new or existing courses and programs of: innovative and creative teaching and advising strategies, instructional technology, or library instruction; miscellaneous curricular development activities including web pages, lab experiments, manuals, handouts, etc. Provide course titles, dates taught, and average enrollment.
- g. Development and teaching of: Multicultural, International, Writing Intensive, Honors or other university directed special content courses. Provide titles, dates taught and average enrollment.
- h. Attendance at meetings of academic/professional societies related to teaching, learning or advising – list name, venue, date.
- i. Participation in faculty development programs or workshops devoted to teaching, learning or advising – list name, venue, and date.
- j. Awards, honors and other recognition of instructional or advising performance (e.g. service as editor or on the editorial board of prominent pedagogical publications, service on grant review panels, invitations for sabbatical leave/visiting professorship at prestigious institutions, etc.). Indicate sponsoring organization, title and purpose of award or honor and date it was made.
- k. Teacher preparation courses, workshops taught, or other presentations – list course, date taught and enrollment.

- l. Other (e.g. class averages on uniform final exams, results of Prerequisite Follow-Up Questionnaires, videotaped class sessions).
- m. The applicant may include an additional one-page written evaluation of instructional performance by his or her faculty mentor or department chair.
- n. Applicants should include an additional written summary (a bulleted list is preferred) of one page or less with evidence indicating responsible university citizenship in Teaching and Advising. This summary does not count against the three-page limit.

VI. Research, Scholarship and Creative Activities. In *no more than three pages* with one inch margins all around and 10 point or larger Arial or 11 point or larger Times New Roman type, the applicant must summarize his or her scholarly, creative and related professional activities in each of the following categories during the period since first appointment or last promotion in rank, whichever is most recent. Photocopies of official documents (i.e. those not generated by the applicant) will not count against the three page limit but must be relevant to the specific items identified below and must not be excessive in length. The departmentally designated committee shall check the accuracy of information included in promotion and/or tenure packets.

- a. Published work of significance. Indicate whether any publications were solicited or invited reviews of the field.
 - 1. Peer-reviewed articles published. Submit only the first page of each article which should show the name of the publication/journal, author(s), title, date of publication and abstract. The departmental chair, departmental committee or college Personnel Committee reserves the right to request a full article.
 - 2. Work accepted for publication. Indicate the name and sponsoring organization of the publication, the full bibliographic reference for the article with all co-author names, if any, as they will appear in the published work and a copy of the acceptance letter.
- b. Other published work (e.g. books, book chapters, patent applications, etc.). Include full bibliographic reference with all co-authors' names if any, as they appear in the published work. Indicate whether work was solicited or invited review of the field.
- c. Work submitted for publication. Indicate the name and sponsoring organization of the publication, the full bibliographic reference for the article with all co-authors' name, if any, as they will appear in the published work. Submit first page of preprints.
- d. Work in preparation – list title, co-authors' names, if any, and plans for publication.
- e. Proposals, Grants & Contracts. Separately list applications submitted indicating awards received, pending proposals, proposals that were declined, and applications in preparation. For each entry list agency, funding program, project title, name of PI, duration, amount awarded, whether it was a national, regional or local competition.
- f. Other creative works or performances with brief description, venue and date as appropriate.
- g. Academic/professional consultation – list subject, clients, dates.
- h. Academically/professionally-related talks – list subject, venue, date and whether participation was by invitation.
- i. Participation in institutes, workshops and seminars – list subject, venue, sponsoring organization and date. Briefly describe the nature of the participation and whether participation was by invitation.
- j. Membership in academic/professional societies – list in order: local, regional, national, international.
- k. Contributions to academic/professional meetings. Describe participation (e.g. chairing sessions, presenting papers, service on panels, etc.) indicating whether meetings were national, regional, state or local and whether it was by invitation.
- l. Meetings of academic/professional societies attended – list name, venue, and dates.
- m. Activities related to gaining/retaining professional licensure/certification.

- n. Scholarly and creative activity in progress. Do not duplicate entries in the fourth category in this section.
- o. Awards, honors and other recognition of scholarly and creative activities. Indicate, sponsoring organization, title and purpose of award or honor and date it was made.
- p. Applicants should include an additional written summary (one page or less) of evidence indicating responsible university citizenship in Research, Scholarship, and Creative Activities. This summary does not count against the three-page limit.
- q. Other (describe).

VII. Service and Professional Development. In *no more than three pages* with one inch margins all around and 10 point or larger Arial or 11 point or larger Times New Roman type, a tenure or promotion portfolio must summarize the candidate's service activities in each of the following categories during the period since first appointment or last promotion in rank, whichever is most recent. Photocopies of official documents (i.e. those not generated by the applicant) will not count against the three page limit but must be relevant to the specific items identified below and must not be excessive in length. The departmentally designated committee shall check the accuracy of information included in promotion and/or tenure packets.

- a. Service on university committees, task forces, etc. Indicate whether elected or appointed, by whom, dates of service and whether an officer of the group.
- b. Participation in other activities on behalf of the university.
- c. Service on college committees, task forces, etc. Indicate whether elected or appointed, by whom, dates of service and whether an officer of the group.
- d. Participation in other activities on behalf of the college.
- e. Service on department committees, task forces, etc. Indicate whether elected or appointed, by whom, dates of service and whether an officer of the group.
- f. Participation in other activities on behalf of the department.
- g. Service with student organizations. List organization name, nature of service (e.g. faculty adviser) and dates of service.
- h. Service to the community that involved faculty member's professional skills. List organization name, nature of service, dates of service and whether voluntary or appointed.
- i. Participation in other activities on behalf of the community. List organization name, nature of service, dates of service and whether voluntary or appointed.
- j. Offices or committee assignments in academic/professional societies. May be combined with preceding list. Indicate whether elected or appointed, by whom and term of office.
- k. Reviewing manuscripts and proposals.
- l. Applicants should include an additional written summary (one page or less) of evidence indicating responsible university citizenship in Service and Professional Development. This summary does not count against the three-page limit.

College of Science Promotion & Tenure Timeline for the 2017-2018 Academic Year

For Tenure and/or Promotion Applications:

1. Deadline for candidate to submit letter of intent to apply for promotion or tenure – 9/29/17
2. Deadline for candidate to submit list of potential external reviewers – 9/29/17
3. Deadline for department chair to give candidate full list of potential external reviewers – 10/13/17
4. Deadline for candidate to return full list of external reviewers with comments, *and* to provide chair with current CV and three, 3-page summaries – 10/20/17
5. Last date to send requests to external evaluators – 10/25/17
6. Deadline for external review letters to be returned – 1/8/18
7. Deadline for candidate submission of P/T package to departmental chair – 1/8/18
8. Chair will check P/T documents for completeness and adherence to guidelines – 1/8 to 1/12/18
9. Department chair delivers P/T documents to departmental committee and charges the committee with the task of verifying the accuracy of the documentation submitted – 1/12/18
10. Departmental committee returns P/T documents with recommendation(s) to chair – 2/2/18
11. Departmental chair delivers P/T documents with recommendation(s) to dean – 2/16/18
12. Dean makes P/T documents available to the CoS P/T committee – 2/16/18
13. CoS P/T committee returns P/T documents with recommendation(s) to dean – 3/9/18
14. Deadline for dean to submit P/T documents with recommendation(s) to provost – 3/27/18

For Mid-Tenure Review Portfolios:

1. Deadline for candidate submission of portfolio to departmental chair – 1/8/18
2. Chair will check portfolio(s) for completeness and adherence to guidelines – 1/8 to 1/12/18
3. Department chair delivers portfolio(s) to departmental committee and charges the committee with the task of verifying the accuracy of the documentation submitted – 1/12/18
4. Departmental committee returns portfolio(s) with recommendation(s) to chair – 2/2/18
5. Departmental chair delivers portfolio(s) with recommendation(s) to dean – 2/16/18
6. Deadline for dean to return portfolio(s) with recommendation(s) to candidate – 5/4/18

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 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.

PROMOTION & TENURE SUMMARY

NAME _____

DEPARTMENT _____

Action Requested:

Tenure

Promotion

- Assistant Professor
- Associate Professor
- Full Professor

Terminal Degree Achieved: _____

Granting Institution and Year: _____

Years in Current Rank at Marshall: _____

Years at Current Rank at Other Regionally Accredited Institutions: _____

Total Years of Service at Marshall: _____

Area(s) of Exemplary Performance:

✓ one for Tenure/Promotion to Associate Professor

✓ two for Promotion to Full Professor

- Teaching/Advising
- Research/Scholarly Activity

- Teaching/Advising
- Research/Scholarly Activity
- Service to University/Community

Brief Summary Highlighting Area(s) of Exemplary Performance:

Signature: _____

Date: _____