

## Submission of Material and Outline

***Applications for Tenure and/or Promotion are due to your Department/School Office by November 1.***

Please submit the following material with your application for tenure and/or promotion:

1. The Tenure/Promotion Cover Sheets, including signature page;
2. A letter of application, including at a minimum;
  - a. A request for consideration for tenure and/or promotion;
  - b. An explanation of and justification for any request for early tenure;
  - c. An explanation of and justification for any request for tenure without promotion to associate professor;
3. A full vita including the applicant's summative record of productivity, including at a minimum:
  - a. A reverse chronology of all institutions of higher education attended beginning with the last institution, including all degrees, certificates and awards presented;
  - b. A reverse chronological employment history, beginning with the current position
  - c. The applicant's record of teaching, including the list of courses taught;
  - d. A reverse chronological list of all scholarly or artistic contributions. The list may be subdivided into different classifications of contributions (e.g., books, refereed/juried publications, non-refereed publications, etc. as is the custom in the applicant's discipline);
  - e. A reverse chronological list of all university and scholarly service.

**Departments are also requested to attach the following material:**

1. The candidate's summative record of productivity and summative appraisal letter completed by the DFSC/SFSC and, if applicable, by the CFSC;
2. For tenure decisions, all interim appraisal letters from the DFSC since the start of the candidate's probationary period;
3. An explanation of the circumstances that warrant the award of tenure if this is being recommended without promotion to associate professor; and
4. Minority report(s) as required by the ASPT process.

***Your department or college may require additional material including a full teaching or professional portfolio. Be sure to check your department and college ASPT documents.***

Please ***DO NOT*** submit any other material to the Provost's Office unless you are requested to do so. Please understand that additional materials submitted to the DFSC/SFSC will be held by the respective colleges until requested by the Provost's Office.

## Application for Tenure/Promotion (Cover Page)

Date \_\_\_\_\_

Name \_\_\_\_\_ Dept. \_\_\_\_\_ College \_\_\_\_\_  
(Last, First, MI.)

Campus Address \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Initial Date of ISU appointment \_\_\_\_\_. Current rank \_\_\_\_\_ Year Awarded \_\_\_\_\_

Check all applicable spaces below:

Application for Tenure and Promotion to Associate Professor - Contract Tenure Year (if applicable) \_\_\_\_\_

Application for Tenure only – Contract Tenure Year (if applicable) \_\_\_\_\_

Application for Promotion to Associate Professor only

Application for Promotion to Professor only

This (is, is not) an application for early tenure. (circle one)

Years of credit awarded toward tenure upon appointment (If applicable) \_\_\_\_\_.

### Education:

Date	Institution:	Field of Study	Degree
------	--------------	----------------	--------

### Prior Employment:

Dates	Place/Institution	Rank
-------	-------------------	------

***Applicant for Tenure and/or Promotion:*** \_\_\_\_\_  
(Name)

---

**For Use by Department:**

This candidate was (RECOMMENDED, NOT RECOMMENDED) for tenure by a vote of \_\_\_ to \_\_\_ by the DFSC/SFSC. A minority report (IS, IS NOT) attached.

---

Department Chair/School Director

This candidate was (RECOMMENDED, NOT RECOMMENDED) for promotion by a vote of \_\_\_ to \_\_\_ by the DFSC/SFSC. A minority report (IS, IS NOT) attached.

---

Department Chair/School Director

---

**For Use by CFSC:**

This candidate was (RECOMMENDED, NOT RECOMMENDED) for tenure by a vote of \_\_\_ to \_\_\_ by the CFSC. A minority report (IS, IS NOT) attached.

---

Dean

This candidate was (RECOMMENDED, NOT RECOMMENDED) for promotion by a vote of \_\_\_ to \_\_\_ by the CFSC. A minority report (IS, IS NOT) attached.

---

Dean