

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 (Last, First, MI.):

Department:

College:

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

Is this an application for early tenure? (yes/no): Yes No

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:

Was this candidate recommended or not recommended for tenure?

Recommended Not Recommended

By a vote of _____ to _____ by the DFSC/SFSC.

Is a minority report attached? Yes No

Department Chair/School Director (Signature):

Was this candidate recommended or not recommended for promotion?

Recommended Not Recommended

By a vote of _____ to _____ by the DFSC/SFSC.

Is a minority report attached? Yes No

Department Chair/School Director (Signature):

For Use by CFSC:

Was this candidate recommended or not recommended for tenure?

Recommended Not Recommended

By a vote of _____ to _____ by the CFSC.

Is a minority report attached? Yes No

Dean (Signature):

Was this candidate recommended or not recommended for promotion?

Recommended Not Recommended

By a vote of _____ to _____ by the CFSC.

Is a minority report attached? Yes No

Dean (Signature):