



Tenure and/or Promotion Administrative Action Form

This form tracks the official actions taken on the candidate's application and tenure and/or promotion portfolio. It is to be completed and initialed by the appropriate university official in the order in which the application progresses through the process. After the final action by the president, this form is to be placed in the candidate's file in the division of Academic Affairs.

Instructions: Please complete the relevant section, and place the original form in the front of the applicant's portfolio prior to forwarding it to the next level. Write legibly please.

Name of Candidate: _____

Department : _____ College/School _____

Applied for: _____ Tenure _____ Promotion (from _____ to _____)

A. TO BE COMPLETED BY THE DEPARTMENT/UNIT CHAIRPERSON OR THE APPLICANT'S SUPERVISOR (IF DIFFERENT FROM DEPT. CHAIR)

Prior to forwarding the portfolio to the departmental promotion and tenure committee:

Department Chairperson or Supervisor: Please attach your college or school's criteria to this form.

Initials & Date

1. a. The applicant _____ has _____ has not met all of the criteria for the Board of Trustees and this college/school in the granting of _____ Tenure and/or _____ Promotion. 1. _____

b. Explanation if the applicant did not meet criteria

2. The applicant's teaching and research effectiveness _____ has _____ has not been evaluated by the supervisor. 2. _____

Comments:

B. TO BE COMPLETED BY THE CHAIR OF DEPARTMENT COMMITTEE

Prior to returning the portfolio to the department chairperson:

Initials & Date

1. In regard to the tenure request, I provided the candidate an opportunity to submit a written response to any information that has been added to the portfolio, and I have included the response in the portfolio. 1. _____
(Write N/A if inapplicable.)

2. In regard to the promotion request, I provided the candidate an opportunity to submit a written response to any information that has been added to the portfolio, and I have included the response in the portfolio. 2. _____
 (Write N/A if inapplicable.)

C. TO BE COMPLETED BY THE CHAIRPERSON
Prior to forwarding the portfolio to the college dean:

Initials & Date

1. a. If the candidate is pursuing tenure, the poll by confidential ballot of the tenured members of the department is _____ Yes & _____ No 1. _____
 b. The following is a brief summary of the opinion of the tenured faculty members in the department in regards to the tenure request.
 (Write N/A if inapplicable.)
2. a. If candidate is pursuing promotion, the poll by confidential ballot of the tenured members of the department is _____ Yes & _____ No 2. _____
 b. The following is a brief summary of the opinion of the tenured faculty members in the department in regards to the request for promotion.
 (Write N/A if inapplicable.)
- c. In regards to the **tenure** request, I provided the candidate an opportunity to submit a written response to any information that has been added to the portfolio, and I have included the response in the portfolio. *(Write N/A if inapplicable.)* 3. _____
- d. In regards to the **promotion** request, I provided the candidate an opportunity to submit a written response to any information that has been added to the portfolio, and I have included the response in the portfolio. *(Write N/A if inapplicable.)* 4. _____

D. TO BE COMPLETED BY THE CHAIRPERSON OF THE COLLEGE/SCHOOL COMMITTEE
Prior to forwarding the portfolio to the college dean:

Initials & Date

1. a. If the candidate is pursuing **tenure**, the poll by confidential ballot of the members of the college/school committee is _____ Yes & _____ No 1. _____
 b. The following is a brief summary of the opinion of the members of the College/School committee:
2. a. If the candidate is pursuing **promotion**, the poll by confidential ballot of the members of the College/Shool Committee is _____ Yes & _____ No 2. _____

b. The following is a brief summary of the opinion of the members of the College/School Committee:

3. I provided the candidate an opportunity to submit a written response to any information that has been added to the portfolio, and I have included the response in the portfolio. *(Write N/A if inapplicable.)* 3. _____

E. TO BE COMPLETED BY THE DEAN OF THE COLLEGE

Prior to forwarding the portfolio to the Provost:

1. a. I have assessed the candidate's application. My recommendation for the tenure request is for _____ approval _____ disapproval. Initials & Date 1. _____

b. The following is my reason for disapproving the application

2. a. My recommendation for the promotion request is for _____ approval _____ disapproval 2. _____

b. The following is my reason for disapproving the application

c. In regards to the **tenure** request, I provided the candidate an opportunity to submit a written response to any information that was added to the portfolio, and I have included the response and my assessment and recommendation in the portfolio. 3. _____

d. In regards to the **promotion** request, I provided the candidate an opportunity to submit a written response to any information that was added to the portfolio, and I have included the response and my assessment and recommendation in the portfolio. 4. _____

F. TO BE COMPLETED BY THE PROVOST

Prior to forwarding the portfolio to the University P & T Committee:

1. I have verified that the department committee, chairperson, and dean have assessed this applicant's file. Initials & Date 1. _____

G. TO BE COMPLETED BY THE CHAIR OF UNIVERSITY COMMITTEE

Prior to returning the portfolio to the Provost:

1. a. If the candidate is pursuing **tenure**, the poll by confidential ballot of the members of the University committee is _____ Yes & _____ No Initials & Date 1. _____

b. The following is a brief summary of the opinion of the members of the University committee:

2. If the candidate is pursuing **promotion**, the poll by confidential ballot of the members of the University Committee is _____ **Yes** & _____ **No** 2. _____

b. The following is a brief summary of the opinion of the members of the University Committee:

c. In regards to the **tenure** request, I provided the candidate an opportunity to submit a written response to any information that was added to the portfolio, and I have included the response and the committee's recommendation in the portfolio. (Write N/A if inapplicable) 3. _____

d. In regards to the **promotion** request, I provided the candidate an opportunity to submit a written response to any information that was added to the portfolio, and I have included the response and the committee's recommendation in the portfolio. (Write N/A if inapplicable) 4. _____

H. TO BE COMPLETED BY THE PROVOST
Prior to forwarding the portfolio to the President:

Initials & Date

1. I have discussed the candidate's application with the University Committee chairperson. 1. _____

2. a. I have assessed the candidate's application. My recommendation for the **tenure** request is for _____ **approval** _____ **disapproval** 2. _____

b. The following is my reason for disapproving the application:

c. My recommendation for the **promotion** request is for _____ **approval** _____ **disapproval**

d. The following is my reason for disapproving the application:

3. In regards to the **tenure** request, I provided the candidate an opportunity to submit a written response to any information that was added to the portfolio, and I have included the response and my assessment and recommendation in the portfolio. 3. _____

4. In regards to the **promotion** request, I provided the candidate an opportunity to submit a written response to any information that was added to the portfolio, and I have included the response and my assessment and recommendation in the portfolio. 4. _____

I. TO BE COMPLETED BY THE PRESIDENT OR DESIGNEE

Prior to returning the portfolio to the candidate:

Initials & Date

1. I have discussed the candidate's application with the Provost. 1. _____
2. a. I have assessed the candidate's application. My recommendation for **tenure** is for _____approval _____disapproval. 2. _____
b. The following is my reason for disapproving the **tenure** request:

c. My recommendation for promotion is for _____approval _____disapproval.
d. The following is my reason for disapproving the **promotion** request:

3. If the candidate was pursuing tenure, he/she has been notified of that the application has been submitted to the Board of Trustees. 3. _____

After final action by the president, this form is to be placed in the candidate's file in the division of Academic Affairs.