



## Tenure Form 1, Candidate Application

### APPLICATION FOR TENURE

\_\_\_\_\_  
(Full Name)

\_\_\_\_\_  
(Academic Rank and Academic Department)

TAB 1 - All required forms including:

- a. Completed Form 1.
- b. Two blank Form 2s. (To be completed in the department. One to be forwarded with the application and one to be completed and returned to applicant.)
- c. Two blank Form 3s. (To be completed by the college dean. One to be forwarded and one to be sent to applicant.)
- d. One copy of Form 4. (To be completed by the University Committee on Tenure and Promotion to be forwarded to the Vice President for Academic Affairs.)

TAB 2 - Letter of Certification

TAB 3 - Letter of Application

TAB 4 - Curriculum Vitae

TAB 5 - Achievements in Teaching

TAB 6 - Evidence of Scholarly Activity

TAB 7 - Summary of University and Community Service including Awards and Commendations

For detailed explanation of Tabs 2-7, see *Faculty/Staff Handbook*, Chapter IV.

Submitted by \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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Tenure Form 2, Departmental Recommendation

REPORT OF DEPARTMENTAL TENURE RECOMMENDATION

I, \_\_\_\_\_ (Printed Academic Title and Name) certify by signature below that the tenured faculty of the Department of \_\_\_\_\_ met on \_\_\_\_\_ (Date) and elected me chair of a committee of the tenured faculty for the purpose of considering the application for tenure of \_\_\_\_\_ (Printed Academic Title and Name).

The committee using secret ballots, and with the department head not voting, voted \_\_\_\_\_ (ayes) and \_\_\_\_\_ (nays) on this application for tenure. The tenured faculty therefore recommends that tenure be \_\_\_\_\_ Granted \_\_\_\_\_ Denied. The ballots were subsequently destroyed in the presence of the tenured faculty.

\_\_\_\_\_  
(Signature)  
Chair, Departmental Tenure Committee

\_\_\_\_\_  
(Date)

In the case of disagreement among the tenured faculty, majority and minority reports can be attached to this form.

Reports \_\_\_\_\_ are attached \_\_\_\_\_ are not attached

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I, \_\_\_\_\_ (Printed title and name) Head, Department of \_\_\_\_\_ having reviewed the decision of the tenured faculty \_\_\_\_\_ concur \_\_\_\_\_ do not concur with their decision. I therefore, recommend that tenure \_\_\_\_\_ be granted \_\_\_\_\_ not be granted.

In the case of agreement, the department head may comment in the space below or attach a memorandum to this document. In the case of disagreement the department head MUST attach a memorandum supporting his or her position and the chair of the departmental tenure committee, or other tenured faculty member designated by the tenured faculty, MUST attach a memorandum supporting its position.

COMMENT:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



## Tenure Form 3, College Recommendation

### ADMINISTRATIVE REVIEW OF DEPARTMENTAL TENURE RECOMMENDATION

I, \_\_\_\_\_ (Printed Academic Title and Name)  
Dean of the College/School of \_\_\_\_\_ having  
reviewed the attached recommendations of the tenured faculty and department head of the  
Department of \_\_\_\_\_  
recommend that \_\_\_\_\_, whose application is under  
consideration \_\_\_\_\_ be granted tenure \_\_\_\_\_ be denied tenure.

In the case of agreement with a unanimous recommendation from the department head and  
tenured faculty the dean may choose either to comment or not comment, either below or in a  
separate memorandum, but if the dean disagrees with the recommendation of either, he or she  
MUST provide a memorandum supporting his or her position.

COMMENT:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

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## Tenure Form 4, University Committee on Tenure and Promotion

### UNIVERSITY COMMITTEE ON TENURE AND PROMOTION RECOMMENDATION

The University Committee on Tenure and Promotion met on \_\_\_\_\_ (Date) to consider the application for tenure of \_\_\_\_\_ (Printed Name and Title) of the Department of \_\_\_\_\_.

After due deliberation, the committee voting on secret ballots, with no member of the committee voting who had previously voted on this application, by a vote of \_\_\_\_ (ayes) and \_\_\_\_ (nays) voted to recommend that \_\_\_\_ tenure be granted \_\_\_\_ that tenure be denied.

All ballots were destroyed in the presence of the members of the committee.

If the Committee on Tenure and Promotion supports the unanimous recommendations brought to it, it need not comment. But if the committee votes contrary to the recommendation of the tenured faculty, the department head, or the college dean, it must provide the Vice President for Academic Affairs reason for its decision in writing.

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Printed Name and Title)

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(Printed Name and Title)

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(Printed Name and Title)

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(Printed Name and Title)

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(Printed Name and Title)

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(Signature and Date)

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(Signature and Date)

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

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