

Faculty Promotion & Tenure Coversheet

Candidate Name (last, first, m.i.)		Banner ID
Tenure School/College/Division		Tenure Department
Primary School/College/Division		Primary Department/Program
Secondary School/College/Division		Secondary Department/Program
Tertiary School/College/Division		Tertiary Department/Program
Current Rank	Appointment History	
	Initial WSU rank	Length of tenure-track service (in years & months)
	Initial WSU appointment date	Dates off tenure track/Reason
	Date of appointment to tenure track	
	Date of promotion (if applicable)	
	Date of tenure (if applicable)	
Requested Action		
<input type="checkbox"/> Promotion to <input type="checkbox"/> Tenure		
Documentation Checklist		
Provide the following documentation in the order listed below.		
<input type="checkbox"/> 1. This form <input type="checkbox"/> 2. Dean's written recommendation <input type="checkbox"/> 3. School/College promotion & tenure committee's written recommendation <input type="checkbox"/> 4. Chair's written recommendation <input type="checkbox"/> 5. Departmental promotion & tenure committee's written recommendation <input type="checkbox"/> 6. WSU Professional Record <input type="checkbox"/> 7. Personal statement (optional) <input type="checkbox"/> 8. Teaching Portfolio <input type="checkbox"/> 9. Summary of external evaluators <input type="checkbox"/> 10. External evaluators' letters <input type="checkbox"/> 11. Sample letter sent to external evaluators <input type="checkbox"/> 12. Miscellaneous Information (optional) <input type="checkbox"/> 13. School/College factors and department factors (if departmentalized) <input type="checkbox"/> 14. Externally funded research <input type="checkbox"/> 15. Numbered list of publications forwarded <input type="checkbox"/> Publications, reprints, etc. (separate folder--one copy)		