

Information Sheet for Tenure and Promotion Review

Use this coversheet if faculty member is applying for both Tenure and Promotion under new RTP Policy #S09-241

Faculty Name: _____ College: _____ Department: _____

Year of Tenure-Track Hire: _____ Terminal Degree: _____ Year Terminal Degree Obtained: _____

Service Credit Awarded: _____ Year Eligible for Awarding of Tenure (normally 6 years after year of hire): _____

Current Probationary Year: _____

SUPPLEMENTARY MATERIALS (Physical Description: quantity, color, titles, etc.)

☐ Binder(s):

☐ Other (accordion files, file boxes, books, bins, crates, etc.)

☐ _____ binder(s) _____ color

☐ _____ binder(s) _____ color

☐ _____ binder(s) _____ color

RECOMMENDATIONS AND FACULTY RESPONSE

Committee Recommendation: ☐ in favor ☐ opposed ☐ split decision

Committee Chair signature: _____ Print name: _____ Date: _____

Committee Members: _____

Committee report date: _____ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: _____ Date: _____

Faculty response or rebuttal date (if applicable): _____

Chair's Recommendation: ☐ in favor ☐ opposed

Chair's signature: _____ Print Name: _____ Date: _____

Chair's letter date: _____ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: _____ Date: _____

Faculty response or rebuttal date (if applicable): _____

Dean's Recommendation: ☐ in favor ☐ opposed

Dean's signature: _____ Print Name: _____ Date: _____

Dean's letter date: _____ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: _____ Date: _____

Faculty response or rebuttal date (if applicable): _____

**COLLEGE: SUBMIT COMPLETED DOSSIER ORIGINAL PLUS 8 COPIES TO FACULTY AFFAIRS
PLEASE SEE ADDITIONAL INSTRUCTIONS ON REVERSE SIDE OF THIS PAGE**

Date Received in Faculty Affairs: _____

INSTRUCTIONS

The following materials must be included for those faculty undergoing Tenure and Promotion Review in the order shown below:

- (1) Information Sheet for Tenure and Promotion Review
- (2) Academic Senate Policy Choice Form (To be completed by all faculty who
 - a. have not previously completed this form and were hired prior to Fall 2007 **or**
 - b. have chosen the “old” RTP policies)
- (3) Candidate’s letter of rebuttal (if applicable) to College Dean’s recommendation
- (4) College Dean’s recommendation
- (5) Candidate’s letter of rebuttal (if applicable) to Chair’s/Director’s recommendation
- (6) Chair’s/Director’s recommendation
- (7) Candidate’s letter of rebuttal (if applicable) to H RTP Committee’s recommendation
- (8) H RTP Committee’s recommendation
- (9) Candidate’s Curriculum Vitae (CV)
- (10) Index to Supplemental Materials
- (11) Supplemental Materials

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