

3. Number of students in class
4. Please attach a copy of the instrument used and results. Indicate as Appendix A.

B. Supervisor Evaluation

The College Dean (s) and the Provost will attach their evaluations to each file when it reaches them, indicating Appendices H and J, respectively.

VII. Evidence of continuing excellence in professional, scholarly or creative work appropriate to the discipline or field as evidenced by publications in vehicles of significant professional stature, and presentations of scholarly papers at learned professional forums; or, inclusions in juried or reviewed shows, concerts, and recitals; or, other outlets of significant professional stature.

A. Scholarly Publications of Significant Professional Stature

Publication #01

Title of Publication	Number of Pages
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Journal

Volume	Number
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Date

Is this a "refereed" journal? ____ yes, ____ no.

Is this an international, national, regional, or state journal?

____ yes, ____ no.

Is this a journal dealing with your area of specialization?

____ yes, ____ no.

Publication #02

Title of Publication	Number of Pages
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Journal

Volume Number

Date

Is this a "refereed" journal? ____ yes, ____ no.

Is this an international, national, regional, or state journal?
____ yes, ____ no.

Is this a journal dealing with your area of specialization?
____ yes, ____ no.

Publication #03, #04, #05, #06, etc.

B. Creative Activities of Significant Professional Stature

Activity #01

(Give details)

Date

Location

Award received

Was the activity invitational ____ competitive ____?

Was this activity local, state, regional, national, or international in scope?

Activity #02

(Give details)

Date

Location

Award received

Was the activity invitational ____ competitive ____?

Was this activity local, state, regional, national, or international in scope?

Activity #03, #04, #05, #06, etc.

C. Scholarly Presentations to Learned Forums

Title of Paper

Learned Forum

Date

Place of Meeting

D. Other Achievements of Significant Professional Stature

(Give details)

VIII. Evidence of continuing excellence in professional service activities as evidenced by contributions to student advisement, College committees, membership on collegiate committees, sponsorship of student organizations, involvement in grants and contracts activities, and other such professional, non-teaching, non-scholarly activities that serve the university community and state such as membership, participation, and office holding in national or regional professional organizations appropriate to the area of appointment.

Please give the following information (indicate any office held).

Student Advisement Number of Advisees: _____

School Committees

Name of Committee #01

Name of Committee #02

University Committee

Name of Committee #01

Name of Committee #02

Sponsorship of Student Organizations

Name of Organization #01

Name of Organization #02

Grants and Contract Activities

Name of Grantor and Dollar Value of Grant

Type of Grant

Your Involvement

Other Professional Activities

Membership in State Professional Organizations

Organization #01

Organization #02

Membership in Regional Professional Organizations

Organization #01

Organization #02

Membership in National Professional Organizations

Organization #01

Organization #02

- IX. Other. (Here, indicate any other information you consider relevant to consideration for your grant of tenure.)

INFORMATION BELOW TO BE PROVIDED BY INDICATED ADMINISTRATORS

Area of specialization: Information to be provided by the Department Chair and College Dean in consultation with the Provost.

- A. Does this person hold a terminal degree? _____ yes, _____ no.

- B. Is this degree appropriate to the area of appointment?
_____ yes, _____ no.

- C. Number of tenured faculty holding terminal degrees in this area of specialization? _____.

Comments by Chair:

- D. The Professional Status Committee

The Chair and Vice Chair of each College's PT Committee shall constitute the Professional Status Committee, which, when convened in early November, shall elect a Chair and a Secretary from its membership to serve a one-year term.

- (1) During its deliberations, the Professional Status Committee shall be empowered to interview any individual directly concerned with the case before it; it shall have access to all documentation accumulated during the review process of the faculty member, and it shall be empowered to request from either the faculty member or from any individual or group passing judgment on the faculty member any additional documentation that it feels may be helpful or necessary to its deliberations. Any of these individuals or groups shall also have the right to submit additional information or documentation to the committee.

- (2) During its deliberations concerning a candidate's application, the representatives to the Professional Status Committee from the candidate's College shall excuse themselves from the deliberations and shall not participate in the formulation of the Committee's recommendation.
- (3) The findings of the Professional Status Committee shall be sent, in writing, to the Provost, within ten (10) days of reaching its recommendation.

E. General Schedule for the Review Process

The following deadlines will be observed for presentation, review, and movement of all requests for promotion or tenure:

October 15: Candidate will have submitted an application for promotion or tenure, with all supporting documentation, to his or her Department Chair.

November 15: Candidate will have submitted an application for promotion or tenure, with all supporting documentation, to his or her College PT Committee.

January 15: The College PT Committee will submit the applicant's application file, with its recommendation included, to the College Dean.

January 30: Each College Dean will submit any and all applicant's application files, with a signed recommendation included for each applicant, to the Provost.

February 15: The Provost will inform the College PT Committee and the College Dean if there is any disagreement between the PT Committee and the College Dean concerning any applications for promotion or tenure. If there is disagreement concerning a candidate's application, the recommendations of all participants and all documentation will have been submitted to the Professional Status Committee.

March 15: The Professional Status Committee, if required, will have submitted its recommendations to the Provost. Recommendations from the College Deans and College PT Committees will have been submitted to the Provost.

April 15: The Provost will have submitted his or her recommendation to the President.

May 1: The President will render his or her decision in writing to the candidate and to the Provost.

Delays on any date for action by any reviewing group or decision-maker do not give rise to any default or presumption for or against the applicant.