Criteria for Advancement Applications

Effective fall 2015, application materials for tenure, promotion and advancement are to be submitted in two parts: (a) the main application and (b) supplemental materials.

The main application will be reviewed by all appropriate bodies according to the processes established in Chapter 3. VI. of the Faculty Handbook and should be submitted in a two-inch (maximum) binder that includes the documents listed below. All supplemental materials may be submitted in binders of any size with no limitation in number. The supplemental materials will be retained by the department chair and will be available upon request for review by any subsequent reviewing parties.

Main Application Content (two-inch binder maximum)

- Four empty sleeves to hold letters to be provided by the departmental committee, department chair, college committee, and college dean as the chain of review progresses
- Application form
- Curriculum Vitae
- Copies of teaching evaluations
- Department and college specific documents, if applicable
- Other
- List of supplemental materials retained by the department chair
- Plastic sleeves are not required; however, if used, please use the non-glare type.
UNIVERSITY OF CENTRAL ARKANSAS
Application for Advancement

Cover Page

Applicant Information:

Name___________________________________________ Date____________________

Department ______________________________________________________________

Applying for Advancement to (please check appropriate box below):

Lecturer II ☐ Senior Lecturer ☐
Clinical Instructor II ☐ Senior Clinical Instructor ☐
Laboratory Instructor II ☐ Senior Laboratory Instructor ☐

Year of Appointment to Current Rank:_________

___________________________________________ ______________________
Signature of Applicant Date

Attach supplemental materials as directed and as appropriate per the Faculty Handbook.

Refer to the Faculty Handbook, Chapter III, Section VII Procedure for Advancement of Non-Tenure-Track Faculty.

Department Chair Certification

(To be completed prior to submission of application to the appropriate reviewing body.)

I hereby certify that the applicant's job as described herein is accurate.

___________________________________________ ______________________
Signature of Department Chairperson Date

It is the policy of the University of Central Arkansas that all deliberations in the application process and all materials considered therein shall be kept confidential.