

UNIVERSITY OF CENTRAL ARKANSAS Criteria and Application

Criteria for Tenure/Promotion/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
- Departmental criteria and standards for promotion and tenure
- 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.

APPLICATION FOR PROMOTION/TENURE

NAME OF APPLICANT _____ DATE SUBMITTED _____ DEPARTMENT

PRESENT RANK _____ YEARS IN RANK _____ RANK REQUESTING

REQUEST FOR TENURE: YES ___ NO ___

ACADEMIC POSITIONS ELSEWHERE AND YEARS IN EACH (list in reverse chronological order).

RANKS HELD AT UCA AND NUMBER OF YEARS IN EACH (date appointed to each rank, listed in reverse chronological order).

DEGREES (identify institutions from which awarded and date received, listed in reverse chronological order).

COURSES BEYOND LAST DEGREE (List the name and number of courses taken since receiving your last degree, the institution at which they were taken, the year the courses were taken, and the hours earned if credit was awarded.)

PERFORMANCE DURING PERIOD OF *PRESENT* RANK FOR PROMOTION/PROBATIONARY PERIOD FOR TENURE.

TEACHING

Teaching activities

On-campus course (N - New, R - Revised)

Off-campus course (C - Correspondence Course)

Other instructional activities (include innovative techniques introduced)

Advisee load for previous 5-year period, when appropriate.

Year	Undergraduate Advisees	Graduate Advisees	Year	Undergraduate Advisees	Graduate Advisees
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Teaching effectiveness

(Provide a narrative describing your teaching effectiveness.)

SCHOLARSHIP AND PROFESSIONAL GROWTH

Scholarly and creative activities.

Publications, presentations, creative activities, performances, and grants.

(Provide a narrative summarizing your scholarship.)

Professional growth activities.

Membership and participation in professional organizations and continuing education. Indicate offices held and dates (include five year period, if appropriate).

(Provide a narrative summarizing your professional growth.)

SERVICE TO THE UNIVERSITY AND COMMUNITY

Service activities

Committee service (include a five year period, if appropriate.) Specify any office (e.g., Chair of Committee) held and appropriate dates.

Department

College

University

University service activities (you may include a five year period, if appropriate.)

Community service activities for which your *professional preparation* was essential (you may include a five year period, if appropriate.)

(Provide a narrative summarizing your service activities.)

IT IS THE POLICY OF THE UNIVERSITY OF CENTRAL ARKANSAS THAT ALL DELIBERATIONS IN THE TENURE AND PROMOTION PROCESS AND ALL MATERIALS CONSIDERED THEREIN SHALL BE KEPT CONFIDENTIAL.

Signature of Applicant

*ATTACH SUPPLEMENTAL MATERIALS AS APPROPRIATE.