University of Central Arkansas

Specifications for Mid-Tenure Evaluation Applications

Application materials for mid-tenure evaluation—like applications for promotion and tenure—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*](http://uca.edu/go/facultyhandbook) and should be submitted in a two-inch (maximum) binder that includes the contents listed below. Any supplemental materials may be submitted without prescribed limitations. The supplemental materials will be reviewed by the departmental committee and the department chair. The department chair will retain these materials and make them available upon request for review by the dean.

# Main Application Content (two-inch binder maximum)

* Three empty sleeves to hold mid-tenure review forms from the departmental committee, department chair, and college dean as the chain of review progresses
* Application form
* Curriculum vitae
* Copies of teaching evaluations
* Departmental and/or college criteria and standards for tenure and promotion
* Department and college specific documents, if applicable
* Other
* List of supplemental materials retained by the department chair

Plastic sleeves are not required for application materials; if you do use sleeves, however, please use the non-glare type.

University of Central Arkansas

Application for Mid-Tenure Evaluation of Tenure-Track Faculty

|  |  |  |
| --- | --- | --- |
| Faculty member name | Candidate Name | |
| Department | Department Name | |
| College | College Name | |
|  | | |
| Date of initial appointment | | Date |
| Years credited toward tenure with initial appointment | | Years Credit |
| Number of years of service at UCA, including current year | | Years of Service |
| Projected year of tenure decision | | Academic Year |

Note: In addition to this form, include main application content and supplementary materials as specified in the document Specifications for Mid-Tenure Evaluation Applications (prepended to this form).

# Academic Positions Elsewhere and Years in Each

# (List in reverse chronological order.)

Click to enter text.

# Ranks Held at UCA and Number of Years in Each

(Indicate the date appointed to each rank, listed in reverse chronological order.)

Click to enter text.

# Degrees

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

Click to enter text.

# 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.)

Click to enter text.

# Performance

(Include a five-year period, as appropriate.)

## Teaching

### Teaching activities

(In the list of courses, it is assumed that courses not labeled “N” or “R” have been repeated but not significantly revised.)

#### On-campus courses (N – New, R – Revised)

Click to enter text.

#### Off-campus courses (N – New, R – Revised)

Click to enter text.

#### Online/hybrid courses (N – New, R – Revised)

Click to enter text.

#### Other instructional activities

(Include innovative techniques introduced.)

Click to enter text.

#### Advisee load during your time as a faculty member at UCA.

|  |  |  |
| --- | --- | --- |
|  | Number of Advisees | |
| Year | Undergraduate | Graduate |
| Year | No. | No. |
| Year | No. | No. |
| Year | No. | No. |
| Year | No. | No. |
| Year | No. | No. |

### Teaching effectiveness

(Provide a narrative describing your teaching effectiveness.)

Click to enter text.

## Scholarship, Research, and Creative Activities

([1] List publications, presentations, creative activities, performances, grants, and other activities appropriate to this section or refer to the CV, and [2] provide a narrative summarizing your scholarship, research, and creative activities.)

Click to enter text.

## Service to the University and Community

#### Committee service

(Include service during a five-year period, as appropriate. Specify any office [e.g., Chair of Committee] held and appropriate dates.)

##### Department

Click to enter text.

##### College

Click to enter text.

##### University

Click to enter text.

#### University service activities

(Include non-committee service to department, college, and university during a five-year period, as appropriate.)

Click to enter text.

#### Community service activities

(“Community” should be understood to mean academic community, professional community (your discipline), and the non-academic community as relevant. The list you provide should include only activities for which your *professional preparation and expertise* was essential. Include service during a five-year period, as appropriate. Provide a narrative summarizing your service activities.)

Click to enter text.

## Professional Growth

([1] List membership and participation in professional organizations and continuing education and any other professional growth activities or refer to the CV. Indicate offices held and dates. Include professional growth activities during a five-year period, as appropriate. [2] Provide a narrative summarizing your professional growth.)

Click to enter text.

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.

|  |  |  |
| --- | --- | --- |
|  |  | Date |
| Signature of Applicant |  | Date |