University of Central Arkansas

Specifications for Tenure/Promotion Applications

Application materials for tenure and promotion 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. 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 any subsequent reviewing parties.

Beginning fall 2017, all tenure-track faculty who started their employment as a faculty member before May 2017 and are applying for tenure and promotion to associate professor will need to select whether they want the tenure and promotion decisions to be made as two independent decisions or as a single, joint decision. A selection box is provided on the application form. These faculty continue to have the option of applying for tenure and not applying for promotion to associate professor as they so choose. Faculty starting their employment after May 2017 will apply for tenure and promotion to associate professor with a single request, and the recommendations from the reviewing bodies will be a single decision. (See *Faculty Handbook*, Chapter 3, § V.D.)

# Main Application Content (two-inch binder maximum)

* Four empty sleeves to hold letters of recommendation from 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 and/or college criteria and standards for tenure/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 Promotion/Tenure

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Name | | | | | | | | Date | Date |
| Department | | Department | | | | | | | | |
| Present rank | | | Present Rank | | | | | Years in rank | | YIR |
| Rank requested | | | Rank Requested | | | | |  | |  |
| Request for tenure? | | | | Yes |  | No |  | | | |

An applicant who started employment as a faculty member prior to May 2017 and is applying for both tenure and promotion to associate professor must select either two separate decisions or a single, joint decision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of decision: | Separate |  | Joint |  |

Note: In addition to this form, include main application content and supplementary materials as specified in the document Specifications for Tenure/Promotion 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 period of *present* rank for promotion/probationary period for tenure.)

## 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 for previous 5-year period, when appropriate

|  |  |  |
| --- | --- | --- |
|  | 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

### Service activities

#### 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, if 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 |