University of Central Arkansas

Specifications for Non-Tenure-Track Promotion Applications

Application materials for 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, § VII, 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. All supplemental materials may be submitted in binders of any size with no limitation in number. 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.

# Main Application Content (two-inch binder maximum)

* Three empty sleeves to hold letters of recommendation from the departmental committee, department chair, and college dean as the chain of review progresses
* Application form
* Curriculum vitae
* Copies of teaching evaluations
* Departmental criteria and standards for promotion
* 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.