

**APPENDIX E:**  
**Tenure and/ or Promotion Recommendation Form**  
**2024-2025**

**Instructions: Complete Section A and include in the Introduction of the Portfolio.**

**Section A**

Name \_\_\_\_\_ T# \_\_\_\_\_

Department: \_\_\_\_\_

School/College (Academic Unit): \_\_\_\_\_

Applying for: ☐ **Tenure** ☐ **Promotion**

From (Rank): \_\_\_\_\_

Highest Degree: \_\_\_\_\_ Year Awarded: \_\_\_\_\_

**(If not terminal degree, a letter of explanation must be submitted justifying tenure/promotion)**

Current Academic Rank: \_\_\_\_\_ Year Awarded: \_\_\_\_\_

Date of Tenure-Track Appointment: \_\_\_\_\_

Years Awarded toward Tenure: \_\_\_\_\_ Years toward Promotion: \_\_\_\_\_

**Section B**

**Recommendation:** Write “yes”, “no”, or “NA” for not applicable. If a “no” recommendation is given, each committee must provide a written letter of explanation for the negative recommendation. Each administrative head, dean or department chair must provide a written statement for either recommending or not recommending tenure or promotion.

	<b><u>TENURE</u></b>	<b><u>RANK</u></b>
Department Committee Explanation:	_____	_____
Department Chair Explanation:	_____	_____
School/College Committee Explanation:	_____	_____
Academic Dean/Director Explanation:	_____	_____
Faculty Personnel Committee Explanation:	_____	_____
Faculty Appeals Committee Explanation: (If applicable)	_____	_____