

## APPENDIX B: TENURE AND/OR PROMOTION ELIGIBILITY CHECKLIST

This checklist is to be completed by the Department Chair in concert with the faculty member prior to the faculty member assembling and submitting a portfolio for tenure and/or promotion.

Name: \_\_\_\_\_ T# \_\_\_\_\_  
Last First Middle

Present Rank and Date Awarded: \_\_\_\_\_

Date of Tenure-track Appointment at TSU: \_\_\_\_\_

Is this the sixth year of tenure track employment? \_\_\_\_\_ If not, explain the reason for application by exception: \_\_\_\_\_

Has appointment been continuous? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If appointment has not been continuous, attach explanation)

Has the faculty member met department criteria for promotion? \_\_\_\_\_  
If not, why not? \_\_\_\_\_

Has the faculty member met College/School criteria for promotion? \_\_\_\_\_  
If not, why not? \_\_\_\_\_

**Check-off to determine faculty member's eligibility for academic tenure and/or promotion consideration:**

### TENURE

\_\_\_\_\_ Satisfies the number of years from date of tenure appointment. By the end of the current academic year, the faculty member will have completed not less than the minimum six (6) years of probationary service at TSU.

Any credit granted for previous experience must show on the initial appointment. A copy of the document should be attached.

### PROMOTION

\_\_\_\_\_ Faculty member satisfies the minimum five (5) years of professional experience in current rank.

Any credit granted for previous experience must show on the initial appointment. A copy of the document should be attached.

**Department Chair's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_