

**APPENDIX E:
Tenure and/ or Promotion Recommendation Form**

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.

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