

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: _____