

Office of the Provost
Promotion & Tenure Application

Name _____

Application for: Associate Professor
 Associate Professor w/Tenure
 Professor
 Tenure Only

Home Address _____

Home Phone _____ - _____ - _____

Current Rank: Instructor
 Assistant
 Associate
 Professor

School/College _____

Department _____

Chairperson _____

Years in Higher Education _____ Years in Rank _____

Date of hire at Seton Hall ____ / ____ / ____ Date of Mandatory Tenure Review ____ / ____ / ____

Colleges/Universities Attended

Institution	Major Field	Degree	Date

Highest Degree Held _____ Discipline _____ Year _____

Academic Specialty _____ Granting Institution _____

Teaching Experience

Institution	Department	Position	Dates

Signature _____

Date ____ / ____ / ____

I. EVIDENCE OF EXCELLENCE IN TEACHING: SUMMARY

Please use no more than four (4) pages for this section. Include innovation in teaching methods, offering imaginative courses, consistent demand for courses indicated by high enrollment; sponsorship of original work by students; observation by chairperson and/or dean; campus and off-campus lecturing; student evaluations of teaching, and other materials required by the Faculty Guide, 4.1 or 4.2. Student, colleague, and chairperson evaluations are to be placed in the electronic file of Supporting Documentation.

II. PUBLICATIONS (Books, articles, monographs, etc.)

Please use no more than four (4) pages to list the principal publications referred to in the Faculty Guide 4.3. Copies of publications and supplemental lists are to be placed in the electronic file of Supporting Documentation. As per Article 4.3b of the Faculty Guide, the applicant should clearly distinguish between research that is in progress/revision and work that is published.

III. RESEARCH IN PROGRESS: SUMMARY

Please use no more than four (4) pages to list the research activities specified in the Faculty Guide 4.3. Copies of pertinent materials are to be placed in the electronic file of Supporting Documentation.

IV. UNIVERSITY AND COMMUNITY SERVICE: SUMMARY

Please use no more than four (4) pages to address the matters specified in the Faculty Guide, 4.4. Copies of pertinent materials are to be placed in the electronic file of Supporting Documentation.

V. FILE OF SUPPORTING DOCUMENTATION: Table of Contents

Please provide a table of contents for all materials you are including to support your application.

Tenure/Promotion Application: Actions

Instructions: This should remain one separate page at the end of the application. The signed original should be forwarded to the next appropriate office.

Name of Applicant _____

DEPARTMENT

This application is: approved not approved

Vote: #____ yes #____ no

Name of Chair (Please Print) _____

Signature of Chair _____ **Date** ____ / ____ / ____

- Include department statement(s) and assessment of need for the position in separate letter.

COLLEGE/SCHOOL Rank and Tenure Committee

This application is: approved not approved

Vote: #____ yes #____ no

Name of Chair (Please Print) _____

Signature of Chair _____ **Date** ____ / ____ / ____

- Include committee statement(s) in separate letter.

DEAN

This application is: approved not approved

Name of Dean (Please Print) _____

Signature of the Dean _____ **Date** ____ / ____ / ____

- Include Dean's statement and assessment of need for the position in separate letter.

UNIVERSITY Rank and Tenure Committee

This application is: approved not approved

Vote: #____ yes #____ no

Name of Chair (Please Print) _____

Signature of the Chair _____ **Date** ____ / ____ / ____

- Include committee statement(s) in separate letter.

PROVOST

This application is: approved not approved

Signature of the Provost _____ **Date** ____ / ____ / ____

- Include Provost's statement in separate letter.