

**Office of the Provost**  
**Tenure/Promotion 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 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Information provided in the following sections is to reflect only the time period on which the application is based. *For promotion* this means the time period since previous promotion. *For tenure* this means the time period served on a probationary contract or the time period served on a probationary contract plus the years of full-time service from another institution which count toward the required tenure review.

**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.