

Portfolio Cover Page for Promotion and Tenure 2015-2016

DEMOGRAPHIC DATA:

Name: _____
 Department: _____

Rank: _____
 College: _____

REQUESTED ACTION:

☐ Promotion to rank of: _____ ☐ Request for tenure ☐ Penultimate year: _____

SPECIAL AGREEMENTS (check, if applicable)

- ☐ Previous Consideration (if candidate has been considered previously, but promotion and/or tenure were/was not awarded, supply letters of denial, outlining conditions needing to be addressed and place in section C.)
- ☐ Prior Service Agreement (place in section E).

CANDIDATE'S SIGNED STATEMENT

I have reviewed the portfolio and believe it to be accurate, complete, current, and ready for review.

 Signature

 Date

As any additional materials are included in the portfolio, copies must be provided to the candidate. The candidate will have 14 days to provide a written response.

If the faculty member was granted an extension of the probationary period for any reason, such an extension does not increase expectations for performance.

Should the faculty member and Department Chair/Head disagree on the inclusion or exclusion of some materials, the faculty member may indicate his/her objection in this signed statement.

COMMENTS:
ADMINISTRATORS RESPONSIBLE FOR PORTFOLIO REVIEW:

ROUTING		ADDED MATERIALS INVENTORY		
Portfolio Received:	Date:	Materials Added:	By:	Date:
Dept. PTE Committee	_____	_____	_____	_____
Dept. Chair	_____	_____	_____	_____
College PTE Committee	_____	_____	_____	_____
College Dean	_____	_____	_____	_____
Director	_____	_____	_____	_____
Provost/VPAA	_____	_____	_____	_____
President	_____	_____	_____	_____

VOTE TALLY

Number of Votes for:	Tenure*			Promotion		
	Recommend	Deny	Abstain	Recommend	Deny	Abstain
Dept. PTE Committee						
Dept. Chair						
College PTE Committee						
College Dean						
Director						
Provost/VPAA						
President						

*Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently.

 Department/Unit Administrator Signature

 Dean Signature