

Academic Staff Promotion & Tenure Coversheet

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| Candidate Name (last, first, m.i.) | Banner ID |
| Primary School/College/Division | Primary Department/Program |
| Secondary School/College/Division | Secondary Department/Program |
| Tertiary School/College/Division | Tertiary Department/Program |
| Tenure School/College/Division (if any) | Tenure Department (if any) |
| Current Position: | Appointment History |
| | Initial WSU appointment date |
| | Initial WSU rank |
| Requesting Promotion to: | Date of last promotion (if any) |
| | Date of appointment to ESS track |
| | Date of ESS (if applicable) |
| Documentation Checklist | Date of appointment to tenure track |
| Provide the following documentation (<i>if applicable</i>) in the order listed | Length of tenure-track service (in years & months) |
| 1. This form | Dates off tenure track (reasons) |
| 2. Dean's/Vice President's written recommendation | Date of tenure (if applicable) |
| 3. S/C/D promotion & tenure committee's written recommendation | |
| 4. Director's/Department Chair's/Unit Head's written recommendation | |
| 5. Unit promotion & tenure committee's written recommendation | |
| 6. WSU Professional Record | |
| 7. Personal statement (optional) | |
| 8. Teaching portfolio | |
| 9. Summary of additional evaluators | |
| 10. Additional evaluators' letters | |
| 11. Professional summaries of additional evaluators | |
| 12. Sample letter sent to additional evaluators | |
| 13. School/College/Division factors and, if appropriate, unit factors | |
| 14. Miscellaneous information (optional) | |
| 15. List of publications forwarded | |
| Publications, reprints, etc. (separate folder) | |