

Academic Staff Promotion & Tenure Coversheet

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	
15. List of publications forwarded	
Publications, reprints, etc. (separate folder--on flashdrive)	