

## Faculty Promotion & Tenure Coversheet

<b>Candidate Name</b> (last, first, m.i.)		<b>Banner ID</b>
<b>Tenure School/College/Division</b>		<b>Tenure Department</b>
<b>Primary School/College/Division</b>		<b>Primary Department/Program</b>
<b>Secondary School/College/Division</b>		<b>Secondary Department/Program</b>
<b>Tertiary School/College/Division</b>		<b>Tertiary Department/Program</b>
<b>Current Rank</b>	<b>Appointment History</b>	
	Initial WSU rank	Length of tenure-track service (in years & months)
	Initial WSU appointment date	Approved dates off tenure track
	Date of appointment to tenure track	
	Date of promotion (if applicable)	
	Date of tenure (if applicable)	
<b>Requested Action</b>		
<input type="checkbox"/> <b>Promotion to</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Tenure</b></span>		
<i>Note: If applying for promotion, check promotion box. If applying for tenure, check tenure box. If applying for both, check both boxes.</i>		
<b>Documentation Checklist</b>		
Provide the following documentation in the order listed below. <ol style="list-style-type: none"> <li>1. This form</li> <li>2. Dean's written recommendation</li> <li>3. School/College promotion &amp; tenure committee's written recommendation</li> <li>4. Chair's written recommendation</li> <li>5. Departmental promotion &amp; tenure committee's written recommendation</li> <li>6. WSU Professional Record</li> <li>7. Personal statement (optional)</li> <li>8. Teaching Portfolio</li> <li>9. Longitudinal SET Report</li> <li>10. Summary of external evaluators</li> <li>11. External evaluators' letters</li> <li>12. Sample letter sent to external evaluators</li> <li>13. Miscellaneous Information (optional)</li> <li>14. School/College factors and department factors (if departmentalized)</li> <li>15. Externally funded research</li> <li>16. Numbered list of publications forwarded Publications, reprints, etc. (separate folder--one copy)</li> </ol>		