

**Mississippi State University
Application for Promotion and/or Tenure**

<i>Please check response(s) in both columns</i>	
TENURE:	PROMOTION:
<input type="checkbox"/> Mandatory tenure decision <input type="checkbox"/> Not applicable (early promotion or professional track position or already possess tenure)	<input type="checkbox"/> Promotion to Instructor II <input type="checkbox"/> Promotion to Instructor III <input type="checkbox"/> Promotion to Associate Professor <input type="checkbox"/> Promotion to Full Professor <input type="checkbox"/> Not applicable (only tenure decision)

Faculty members eligible for consideration for promotion or tenure must provide the department head or appropriate official with all pertinent available information by **October 1**. The department head or other appropriate official has the responsibility to assist the faculty member in preparing for tenure or promotion review.

Materials to be provided in the applicant's dossier include:

- *1. Cover letter from the candidate requesting promotion and/or tenure.
- *2. Completed University Promotion and Tenure application form (this cover page and attached pages) with appropriate responses and associated documentation. This must include a summary sheet of teaching evaluations.
- *3. Complete up-to-date vita.
- *4. Copy of the initial offer letter and, if necessary, an additional letter detailing significant changes.
- *5. Letters from external reviewers (to be added by the department head). The department head should include a sample letter sent to external reviewers and biographical information about reviewers as appropriate.
- 6. All materials required by the academic unit's procedural guidelines.
- 7. All supporting documentation desired by the candidate.

*Only these items will be reviewed routinely above the college level. Items 1-7 must go to dept. head and dept. committee. Deans, college committees, and the Provost require items 1-5 but may also request items 6 and 7. Department heads and deans can use their discretion in sending forward any important information included in items 6 and 7. All department head, dean, and committee recommendations should be included in the package to the Provost.

Note: Please refer to the Faculty Handbook for information pertaining to the Promotion & Tenure process.

To apply and be considered for tenure requires that you be a citizen of the United States or be a permanent resident or have begun the permanent residence process (verification required) in order to be eligible for permanent employment in this country.

Are you a citizen or permanent resident of the United States: Yes No

If No, have you applied for permanent residency: Yes No (Date process initiated (if Yes): _____)

Name of Applicant: _____

Present rank: _____ Date of appointment at current rank: _____

College/School: _____ Department: _____

Department Head: _____

Preferred Mailing Address (Include City and Zip Code): _____

Initial rank at MSU with date of appointment: _____

Tenure track date of appointment: _____ Years of transferred service (if applicable): _____

Advanced Degrees with Dates: _____

Salary Funding (%): E&G: _____ MSU Research Unit: _____ Extension: _____ Other: _____

All other information contained in the attached application is correct to the best of my knowledge.

Date: _____ Signed: _____

Faculty Member

I. **Current Fall semester responsibilities:**

A. Current instruction

	<u>Course number</u>	<u>Title</u>	<u>Credit hours</u>	<u>Number of students</u>
1. Undergraduate:				
2. Graduate:				
3. Advisees: Undergraduate ____		Master's/Specialist ____	Doctoral ____	Postdoctoral ____
4. Non-credit educational programs (documented, non-credit instruction/teaching with student assessment).				
a. Adult audiences:				
b. Youth audiences:				
c. Professional and technical audiences:				
d. In-service trainings/assistance:				

B. Current or on-going research/creative/performance activities

C. Current service/administrative assignments

1. Public service and off-campus professional service activities (non-assessment activities, such as guest lectures and presentations, external committee/board memberships, business/industry/stakeholder advisement, etc. with dates, organizations, & places):

:

2. Professional association service, as offices held, etc.:

3. University and departmental committee and administrative accomplishments:

D. Other

II. Activities since last promotion (or initial appointment for tenure):

A. Teaching

1. Evidence of quality of instruction, both credit and non-credit (check items submitted):
 (The faculty member should provide material describing their teaching activities and documentation supporting effectiveness. This material must include a summary statement of student survey responses and may include any of the following or any other items deemed appropriate:

- peer evaluations (internal or external),
- course syllabi and exams,
- non-credit education program plans with assessment,
- non-credit education program outcomes and impacts,
- student input in the form of letters, emails, faculty nominations, etc.,
- recordings of teaching sessions, graduate student theses and dissertations, and other materials demonstrating teaching effectiveness.)

- 2.

Number of Students Supervised	Major Professor	Minor Professor
Undergraduate Students		
Undergraduate Research		
Clinical Interns & Residents		
Master's Students		
Specialist Students		
Doctoral Students		
Postdoctoral Students		
Visiting Scientist		

3. Courses initiated or innovations instituted:
4. Non-credit educational programs initiated or instituted (documented, non-credit instruction/teaching with student assessment, such as certification programs, short courses, workshops, in-service trainings, workshops, etc.):
5. Other (academic advisement may be described here or as service):

B. Research, creative endeavor, or performances

1. Publications, performances or creative activities:
 (For books, indicate date of publication and publisher; for articles, indicate refereed journals; for art shows, indicate judged competition; for musical shows, attach copies of programs; for reports, indicate those done for in-house use.)
2. Professional papers read; indicate whether invited, refereed, or volunteered.
 Cite organization, date, and title:
3. Grants for research or study:

Proposals submitted since last promotion and total dollar amount: ____; \$ _____

Proposals funded (cite source, title of project, role [PI, etc.], \$ amount, dates):

4. Other:

C. Service

1. Public service, non-assessment activities such as guest lectures and presentations, external committee/board memberships, business/industry/stakeholder advisement, etc. (with dates, organizations, places):
2. Professional association service (offices held, journals edited, etc.):
3. University service (committees, administrative accomplishments, etc.):
4. Other (academic advisement may be described here or as teaching):

III. Awards and distinctions (title, date, organization):

IV. Memberships in learned and professional societies. Society, dates of membership, and offices held:

V. Previous academic ranks, institutions, and dates:

VI. Non-academic positions held prior to appointment at MSU:

VII. Summary listing of all required and supporting documentation (items 6 and 7 on the cover of the application form). This listing should be less than one page in length.

Department Head's Recommendation for Promotion or Tenure
(Cite the following information and sign.)

- 1. Name of candidate: _____ Present rank: _____
- 2. Recommended for promotion to the rank of: _____
(Or not recommended): _____
- 3. Recommended for tenure: Yes/No/NA

Assessment and evaluation by department head: strong points that warrant promotion should be listed, with documentation wherever possible; stress such items as teaching and advising of students, research accomplishments, and university and community service. Please avoid platitudes or general, subjective opinions. It would be useful, too, to comment upon the quality of personal relationships of the candidates with peers, superiors, and any who may report to them, as well as upon their professional performance. Finally, consider the candidate in relation to what you picture as the ideal candidate for this recommended position rather than in relation to other members of your department. In situations where "demonstrated excellence" is required, please provide various supporting evidence such as peer evaluations, reviews of publications, letters of commendation, student survey responses, or any other relevant measures of excellence. Attach relevant departmental committee recommendations.

Date _____ Signed: _____
Department Head

Dean's Recommendation for Promotion or Tenure
(Cite the following information and sign.)

- 1. Name of candidate: _____ Present rank: _____
- 2. Recommended for promotion to the rank of: _____
(Or not recommended): _____
- 3. Recommended for tenure: Yes/No/NA

Recommendation: Use materials provided by the candidate and department head, as appropriate, but please indicate your evaluation of the candidate's performance to date and prospects for the future. Avoid general, subjective opinions, stress obvious strong points, and indicate where further development may be expected. Attach relevant college/school committee recommendations.

Date _____ Signed: _____
Dean