

**VIRGINIA STATE UNIVERSITY**

**FACULTY APPLICATION**

**FOR**

**PROMOTION AND TENURE**



**Office of the Provost  
Virginia State University**

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**Timetable<sup>1</sup> for Promotion/Tenure Review Process**

ACTION	DATE
Office of the Provost reviews the <i>Certification of Tenure Track/Tenure Eligibility Status Form</i> and releases to Academic Deans a list of faculty eligible to apply for tenure. Academic Deans send written notification to each eligible faculty member and provide a copy to the faculty member's chair.	April 1-May 1
Eligible faculty members submit to their department chair a letter of intent to apply for promotion/tenure	May 1-May 31
1. Departments elect promotion/tenure committees. 2. Colleges elect promotion/tenure representatives (as needed) to the University Promotion and Tenure Committee. 3. Faculty Senate elects Senate representatives (as needed) to the University Promotion and Tenure Committee. 4. Faculty Senate elects members of Appeals Committee (if not done in spring).	August 10-31
Promotion/Tenure candidate's application and dossier due to department chair.	September 1
Department chair confirms candidate's eligibility and consults with candidate regarding the completeness of the application.	September 1-15
Departmental P&T Committees complete review of candidate's application and dossier and then add Committee's recommendation form to applicant's dossier	September 15-October 15
Departmental chair completes separate review of candidate's application and dossier and then adds department chair's recommendation form to applicant's dossier. Department chair delivers applicant's dossier to Dean.	September 15-October 15
Deans receive and review candidates' application and dossier.	October 15-November 1
Provost receives and review candidates' application and dossier from the Dean.	November 1-15
Provost convenes University Promotion and Tenure Committee.	November 15
University Promotion and Tenure Committee reviews candidates' applications and dossier.	November 15-February 15
University Promotion and Tenure Committee delivers recommendations to the Provost.	February 15
1. Office of Provost informs applicants in writing of the University Promotion and Tenure Committee's recommendation. Candidate is notified to report to Office of the Provost to receive sealed disposition letter. 2. Provost reviews candidates' dossiers.	February 15-March 1
Provost makes recommendation and informs candidates in writing. Candidate is notified to report to Office of Provost to receive sealed disposition letter.	March 1
Faculty Senate Appeals Committee receives faculty requests for appeal of negative Promotion/Tenure decisions of the Provost.	March 1-15
Faculty Senate Appeals Committee reviews appeal cases.	March 15-April 15
Faculty Senate Appeals Committee completes review of appeal cases and makes recommendations to the President. Candidate is notified to report to Office of Provost to receive sealed disposition letter.	April 10-15
President makes recommendation to Board of Visitors regarding all candidates for promotion and tenure.	April Board of Visitors Meeting
Office of the Provost sends candidates for promotion/tenure a written notification of the BOV decision.	May 1-May 15

<sup>1</sup> When the date falls on a weekend the deadline will be extended to the Monday immediately following the published deadline. If the date falls on a recognized holiday the deadline will be extended to the following business day.

## Suggestions for Preparing Promotion/Tenure Dossier

1. The candidate should present documentation to support outstanding and noteworthy accomplishments in the area of teaching, **scholarly research/creative activities**, and **professional service**.
2. The candidate should submit materials, which are **current**. Items or information previously used for promotion/tenure should **not** be submitted.
3. The candidate should be clear and concise in describing those activities, which support his/her application for promotion/tenure.
4. The "**scrapbook approach**" should be **avoided**. Summarize significant achievements and submit only letters and documents, which clearly reflect achievements as related to **teaching, scholarly research/creative activities**, and **professional service**.



## APPLICATION FOR PROMOTION/TENURE

### PART I

This process is to be initiated by the candidate, who will submit the completed Application for Promotion/Tenure to the department chairperson. The designated steps in the process must be completed by the department committee, department chairperson, the school dean, the University Promotion and Tenure Committee, and the provost. (Use a separate sheet of paper if the space provided for any question is not sufficient.)

Date \_\_\_\_\_

Name of Candidate \_\_\_\_\_  
Last First Middle

College \_\_\_\_\_ Department \_\_\_\_\_

Present rank at VSU \_\_\_\_\_ Year rank achieved \_\_\_\_\_

Highest degree earned \_\_\_\_\_ Year \_\_\_\_\_

Institution where highest degree was earned \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Date of first full-time appointment at VSU \_\_\_\_\_

Are you tenured? \_\_\_\_\_

If applicable, date tenure was awarded at VSU \_\_\_\_\_

This is an application for

Tenure

Promotion

From \_\_\_\_\_ To \_\_\_\_\_

**1. EDUCATION**

**A. Educational Background**

<b>Degree</b>	<b>Major</b>	<b>School</b>	<b>Year Awarded</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**B. Hours Received Beyond Your Last Degree**

<b>Hours</b>	<b>Area</b>	<b>School</b>	<b>Years</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part of a degree program:                      yes [ ]              no [ ]

If yes, explain: \_\_\_\_\_

C. **Master's Thesis Title** \_\_\_\_\_  
\_\_\_\_\_

D. **Doctoral Dissertation Title** \_\_\_\_\_  
\_\_\_\_\_

**2. EXPERIENCE**

**A. List college or university teaching experiences. (Begin with the most recent.)**

<b>Institution</b>	<b>Location</b>	<b>Rank</b>	<b>FT/PT</b>	<b>Date From</b>	<b>Date To</b>

**B. List administrative or other experiences in higher education.**

<b>Institution</b>	<b>Type of Work</b>	<b>Date From</b>	<b>Date To</b>

**C. Indicate other services in the field of higher education, i.e., public schools, government, etc.**

<b>Institution</b>	<b>Type of Work</b>	<b>Date From</b>	<b>Date To</b>



**3. AWARDS:** List all honors/awards received.

<b>Type of Award</b>	<b>Awarded by</b>	<b>Date Received</b>

**4. TEACHING EFFECTIVENESS**

A. In the space below list the title of courses taught and a brief description of the course content. Attach syllabi for courses taught during the previous and current academic year.

B. List the titles of dissertations or theses that you have directed as a thesis advisor.

C. List below innovative and creative contributions to teaching that you consider important (e.g., title and description of published or unpublished instructional material, description of major curricular reorganization, introduction of new courses, awards, or citations for outstanding or extraordinary teaching, etc.) Give date of each contribution.



E. List below the department, school, or university committees on which you have served during the last five years, the dates of committee membership, and your contribution to each committee.

(1) **Department Committees**

Name of Committee	Your Responsibility	Date From	Date To

(2) **College Committees**

Name of Committee	Your Responsibility	Date From	Date To

(3) **University Committees**

<b>Name of Committee</b>	<b>Your Responsibility</b>	<b>Date From</b>	<b>Date To</b>

(4) **Other Professional Committees**

<b>Name of Committee</b>	<b>Your Responsibility</b>	<b>Date From</b>	<b>Date To</b>

(5) Other University Service(s)

**6. PUBLIC/COMMUNITY SERVICES**

Under the captions below, list public and community service(s) performed as part of an officially assigned responsibility or otherwise.

Activity	Organization	Year

**7. SCHOLARLY RESEARCH/CREATIVE ACTIVITIES**

A. List membership and offices held in scholarly/professional societies. (Attach documentation.)

B. Publications

a. List refereed articles. (Attach documentation.)

(1)

(2)

(3)

b. List non-refereed articles. (Attach documentation.)

(1)

(2)

(3)

c. List books/chapters in books/monographs published. (Attach documentation.)

(1)

(2)

(3)

(4)

d. List articles submitted for publications. (Attach documentation.)

(1)

(2)

(3)

(4)

## **8. RESEARCH**

Activities reported here should cover applied and/or basic research, including investigations of academically oriented problems, classroom experimentation, program development and evaluation and field testing in addition to basic scientific investigations. Two matters are of interest here; i.e., quality of the work, and reference to the priorities of the department or school.

a. Please provide a brief description of research (see above) completed during your period of employment at VSU. (Attach documentation.)

b. Provide the information requested above for any ongoing research. (Attach documentation.)



**9. PERFORMANCES/VISUAL ARTS**

List all performances and products in the performing or visual arts. Attach programs, catalogs, reviews, etc. Performing and visual arts include recitals, concerts, lectures, musicals, theatrical and dance productions, and exhibitions by paintings, sculptures, compositions and other creative works.

**10. PROFESSIONAL SERVICE**

A. Describe your contributions to your field or profession that you wish to be considered as significant professional service-- panel presentations, speeches, talks at professional meetings, conferences, symposia, workshops, seminars, etc. (Attach documentation.)

<b>Title</b>	<b>Place</b>	<b>Date</b>
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B. Identify funded proposals, grants and contracts for the last five years. (Attach documentation.)

Name of Proposal	Funding Agency	Amount of Grant	Principal Investigation	Your role, if not Principal Investigator	Period

C. Identify unfunded proposals submitted during last 5 years.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date