

Vincennes University

Tenure and/or Promotion application document check sheet

Name of Applicant:

This document should be used by the applicant and all Tenure and Promotion Committees.

Applicant Department College University

Every item must be **checked** if acceptable or marked **N/A** if not applicable.

Outside cover

State your name and what you are applying for.

Applicant's name

Applying for:

Tenure

Promotion to Assistant Professor

Promotion to Associate Professor

Promotion to Professor

Section I - Letter of application

Letter to Chair of Department Tenure and Promotion Committee stating what the applicant is applying for.

Section II - Criteria for Ranking and Documentation

All items checked must state the criteria and document it.

Promotion Applicants

Minimum 5 years service at current rank for promotion to next rank. (3 years or Masters degree if Instructor) Applicants may apply in last required year of service.

Documentation

Tenure Applicants

Five consecutive years in the department
Documentation: *See formula on the right*

Be in a tenure track position
Documentation

Currently an Associate Professor
Documentation

Tenure Applicants must fill in the number of years in each category and provide dates in documentation.

_____ 0-3 College approved years: Full-Time
Non-Tenure-Track

_____ Years on Tenure-Track

_____ **Total: Must be a minimum of 5 years required for Full-time Tenure-Track eligibility**

Promotion Applicants

Four levels of academic rank recognized by VU in addition to above requirements.

1. To qualify for Assistant Professor, you must have:
 - a. a Master's Degree; (or)
 - b. a Bachelor's Degree with 4 years work experience; (or)
 - c. an Associate's Degree with 8 years work experience
2. To qualify for Associate Professor, you must have:
 - a. a PhD with 3 years teaching experience; (or)
 - b. a MS with 30 additional graduate hours AND 5 years teaching experience; (or)
 - c. a MS with 5 years work experience AND 3 years teaching experience; (or)
 - d. a BS with 8 years work experience AND 5 years teaching experience.
3. To qualify for Professor, you must have:
 - a. a PhD with 6 years teaching experience; (or)
 - b. a MS with 30 additional graduate hours AND 8 years teaching experience; (or)
 - c. a MS with 15 additional graduate hours AND 5 years work experience AND 8 years teaching experience; (or)
 - d. a MS with 8 years of work experience AND 8 years of teaching experience.

* Extra teaching experience may count towards work experience

Section III - Eligibility for Promotion and/or Tenure

- a. Understand the comprehensive community college philosophy. (narrative)

- b. Ensure a culturally and intellectually diverse teaching and learning environment (narrative - *see below)

- c. Is a superior teacher with competence in an area vital to the Departments functions. (narrative)
Documentation

- d. Have made significant contributions toward academic advising and other student services. (narrative)
Documentation

- e. Have provided significant service to their department in non-teaching admin responsibilities. (narrative)

Documentation

- f. Have participated in professional growth and development activities appropriate to the dept. (narrative)

Documentation

- g. Have participated in special projects on behalf of the department, college and University. (narrative)
Documentation

- h. Possess the potential to further the goals of the department, college and University. (narrative)

Section IV - Senior Faculty Letter

Letter of support from Senior Tenured Faculty member.

Section V - Department Chair Letter

Letter of support from faculty member's Department Chair.

*Describe the ways in which you ensure a culturally and intellectually diverse teaching and learning environment within your courses. If your course content does not include cultural and social issues, describe the ways in which you ensure that a culturally and intellectually diverse teaching and learning environment is created.

Please reference the Promotion and Tenure PD session offered and posted on VU-X, in the Office of the Provost card, under the Promotion and Tenure tab.