

# 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     Dept     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.

Applicants 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.  
Documentation

- b. Is a superior teacher with competence in an area vital to the Departments functions  
Documentation

- c. Have made significant contributions toward academic advising and other student services.  
Documentation

- d. Have provided significant service to their department in non-teaching admin responsibilities.  
Documentation

- e. Have participated in professional growth and development activities appropriate to the dept.  
Documentation

- f. Have participated in special projects on behalf of the department, division, and University.  
Documentation

- g. Possess the potential to further the goals of the department, division, and University.  
Documentation

## 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.