

Recommendation for Promotion and Tenure - SECTION I
(To be filled out by the Department Head)

Department/unit: _____

A. Name of Candidate: _____

B. For tenure: Yes No If already tenured, date: _____

C. For promotion: Yes No To rank of: _____

D. Current rank: _____ Year & Month Received _____

E. Average distribution of assignment:

Research: _____

Instruction: _____

Service: _____

Cooperative Extension: _____

Administration: _____

F. Highest degree: _____

Date degree was received: _____ ; Institution: _____

G. Years of professional experience prior to: KSU _____ ; at KSU _____

H. Years of prior service credited toward tenure consideration: _____

I have reviewed the documents contained herein and it contains all of the materials I wish to submit.

Candidate's Signature _____

To be completed by the Department Head after departmental review

Faculty Recommendation:

	Tenure	Promotion
Number voting yes		
Number voting no		
Number abstaining		
Number absent and not voting		

Department/Unit Head recommendation: Yes No

Department Head's Signature _____

DESCRIPTION OF RESPONSIBILITIES DURING EVALUATION PERIOD

SECTION II

To be completed by Department/Unit Head and signed by Candidate and Head.

Candidate's Signature

Date

Department Head's Signature

Date

STATEMENT BY CANDIDATE

Statement of Candidate Accomplishments

SECTION III - A

Instructions: Candidate is to provide a one-page summary of major achievements during the evaluation period at the local, regional, national, and international levels. Candidate may provide any other information he/she feels pertinent to the tenure/promotion decision. Summary is limited to the space provided below.

STATEMENT BY CANDIDATE

Statement of Five-Year Goals

SECTION III - B

Instructions: Candidate is to provide a one-page statement of the individual's five-year goals with respect to teaching, research, service, and any other scholarly activity. Statement is limited to the space provided below.

SUMMARY OF CANDIDATE'S INSTRUCTIONAL ACTIVITY

SECTION IV - A

Instructions: Candidate is to provide a one-page summary of courses taught, student advisement, thesis supervision, and any other evidence of instructional productivity. Summary is limited to the space provided below.

SUMMARY OF CANDIDATE'S INSTRUCTIONAL QUALITY

SECTION IV - B

Instructions: Candidate is to provide evidence of instructional quality such as ratings, peer evaluations, evaluation of advisement, outcomes of instructional projects directed, awards, etc. Summary is limited to the space provided below.

OTHER EVIDENCE OF SCHOLARSHIP AND CREATIVITY IN INSTRUCTION

SECTION IV - C

Instructions: Candidate is to provide any other evidence of scholarship and creativity that promote excellence in teaching such as multimedia presentations, computer-aided instruction, innovative teaching methods, instruction-related publication, presentations, etc. Summary is limited to the space provided below.

RESEARCH AND OTHER CREATIVE ACTIVITIES

SECTION V - A

Instructions: Candidate is to provide a one-page statement of research and other creative activities. Statement is limited to the space provided below.

RESEARCH AND OTHER CREATIVE ACTIVITIES

SECTION V - B

Instructions: Candidate is to provide a list of publications and other creative achievements for the evaluation period. Include items accepted but not yet published/presented.

RESEARCH AND OTHER CREATIVE ACTIVITIES

SECTION V - C

Instructions: Candidate is to provide a list of grants and contracts funded during the evaluation period. Include agency, funding level, duration, title, and collaborators. Candidate may provide a separate list of grants and contracts applied for, but not funded during the evaluation period.

SERVICE CONTRIBUTIONS

SECTION VI

Instructions: Candidate is to provide a statement of service contributions during the evaluation period. Statement should provide evidence of leadership. A list of committees on which the person served may be provided. Statement and committee listing may not exceed two pages.

COOPERATIVE EXTENSION

SECTION VII

Instructions: Candidate is to provide a one-page summary of his/her cooperative extension record for the evaluation period. The statement should provide evidence of productivity, quality, creativity, and originality. A separate list of extension publications (including those accepted but not yet published), meetings, workshops, etc. may be provided.