

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

<i>Please check response(s) in both columns</i>	
<b>TENURE:</b>	<b>PROMOTION:</b>
<input type="checkbox"/> Mandatory tenure decision	<input type="checkbox"/> Promotion to Associate Professor
<input type="checkbox"/> Not applicable (early promotion or already possess tenure)	<input type="checkbox"/> Promotion to Full Professor
	<input type="checkbox"/> Not applicable (already at associate or full level)

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. Original offer letter and, if necessary, additional letter detailing significant changes.
- \*5. Letters from external reviewers (to be added by 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 Section 9.1 of the Faculty Handbook for guidelines concerning when information may be added to this application.**

*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 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. Advises:	Undergraduate _____	Master's/Specialist _____	Doctoral _____	

B. Current or on-going research/creative/performance activitiesC. Current service/administrative assignments

1. Public service and off-campus professional service activities:
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 (check items submitted):  
(The faculty member should provide material describing his/her teaching activities and documentation supporting effectiveness. This material must include a summary statement of student evaluations and may include any of the following, or any other items deemed appropriate: peer evaluations (internal or external) \_\_\_\_\_, course syllabi and exams \_\_\_\_\_, student input in the form of letters, emails, faculty nominations, etc. \_\_\_\_\_, recordings of teaching sessions \_\_\_\_\_, graduate student theses and dissertations \_\_\_\_\_, other materials that demonstrate teaching effectiveness\_\_\_\_\_.)
2. Master's students: major professor \_\_\_\_\_; minor professor \_\_\_\_\_.  
Specialist students: major professor \_\_\_\_\_; minor professor \_\_\_\_\_.  
Doctoral students: major professor \_\_\_\_\_; minor professor \_\_\_\_\_.
3. Courses initiated or innovations instituted:
4. 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, as lectures, short courses, workshops (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, offices held:

V. Previous academic ranks, institutions, 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 cover of 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 him/her, as well as upon his/her 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. (Where "demonstrated excellence" is called for, please supply some evidence, e.g., student evaluations, reviews of publications, letters of commendation.) 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 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