

# 2013-2014 APPLICATION FORMAT FOR REQUESTING PROMOTION AND/OR TENURE

(A Guide for Application Organization)

APPLICATION FOR:  Tenure  Promotion to \_\_\_\_\_

APPLICATION FOR EARLY TENURE:  Yes\*  No

APPLICATION FOR EARLY PROMOTION:  Yes\*  No

*\*If Yes is checked, please indicate how many years early: \_\_\_\_\_*

*(Note: Your 2013-2014 application is considered early if you received your pre-tenure contract after January 2009)*

## I. Name

- a. Rank held
- b. Time in current rank

## II. Department

- a. College

## III. Date of first contract at ASU

- a. Years of uninterrupted service at ASU as of 5/15/13
- b. Date of last promotion

## IV. Degrees held

- a. Degrees: \_\_\_\_\_ Fields: \_\_\_\_\_ Institutions: \_\_\_\_\_  
Conferral Date: \_\_\_\_\_

- b. Is your highest degree appropriate to your title and assignment?

## V. Professional experience

- a. Teaching/Research Positions: Include periods and institutions where positions were held.

- b. Professional private industry positions: Include period and institutions where positions were held.

**VI. Outstanding performance in professional teaching as evidenced by long-term, regular, and recent evaluations by students, peers, or supervisors, or a combination thereof:**

a. Teaching Responsibility/Load for last three (3) years

- 1. Percent teaching time for last three years
- 2. Summary of undergraduate and graduate courses taught including course number, number of students per course, and credit hours produced (show in table or chart)

b. Teaching Performance

1. Student evaluation:

Only summary statements of student evaluations are to be forwarded to the university committee. These should indicate the course title and number, semester taught, and number of students in the class. Include Fall and Spring (where available) semesters/terms evaluations for the last three (3) years for all courses taught. Provide representative students comments - include both positive and negative comments (in a table showing course ID, semesters, dates, number of students, positive & negative comments). (Department and college committees may wish to require additional data.) Indicate in Appendix A.

2. Peer evaluation:

Do you have a peer evaluation system used in your department/college? If yes, please attach evaluation instrument and results for the last three years (highly recommended). Indicate in Appendix B. If peer evaluations are required, they need to be provided for all applicants from that unit.

3. Supervisor evaluation:

Chairs and deans will attach their evaluations to each file when it reaches them.

c. Academic Advising:

- 1. Academic advising – number of graduates and undergraduates advised

2. Number and titles of graduate thesis or dissertation supervised
3. Number and titles of undergraduate honors thesis, research project, etc.
4. Special student advising activities – educational trips, etc.

d. Special teaching honors, awards, evidence of special teaching recognition or excellence, etc.

**VII. Outstanding performance in professional, scholarly or creative work appropriate to the discipline or field as evidenced by long-term, regular and recent publications in peer-reviewed vehicles of significant professional stature; or by long-term, regular, and recent inclusions in juried or reviewed presentations, shows, concerts or recitals; or by long term, regular and recent research grants; or by long-term, regular and recent inclusions in other outlets of significant professional stature. (Please organize all international, national, regional, state, and local publications, performances, and presentations, etc. to appear together.)**

a. Scholarly publications of significant professional stature:

If impact factors are used, they should be consistent and current. The use of university journal quality lists as reference must be consistent across units/departments.

1. Refereed Publications

Publication #01 Title of Publication Number of Pages

Is the article co-authored? If so, name co-author after the publication number.

Journal:                                  Volume:          Number:          Date:

Is this an international, national, regional, or state journal?

Is this journal dealing with your area of specialization?

2. Non-referred Publication (include abstracts).

3. "In Press" and "Accepted for Publication" works

b. Creative activities of significant professional stature:

Activity #01 (give details):

Date:                  Location:          Award received:

Was this activity invitational or competitive?

Was this activity local, state, regional, national, or international in scope?

(Activity #02, #03, etc.)

c. Scholarly presentations to learned forums:

Title of paper:

Learned forum:

Date and place of meeting:

(Presentation #02, 03, etc.)

d. Funding and Grants for Research Activities:

1. Type of grants or funding and sources

Is this an external or internal source?

Is this a collaborative (joint) grant?

2. Name of grantor and dollar value of grant

Dates of funding?

Amount of funding?

Amount of funding received from joint PI or Co-PI grants/contracts?

Your involvement?

e. Other achievements of significant professional stature (details):

Review of grants or projects

**VIII. Outstanding contributions in professional service activities as evidenced by long-term, regular, and recent contributions at the university, state, regional or national level. (For example: student advisement; retention activities; departmental degree, program, curriculum and course development committees; membership on collegiate and university committees; sponsorship of student organizations; involvement in grant and contract activities; and other such professional, nonteaching, non-scholarly activities that serve the university such as membership, participation, and office holding in international, national, state, or regional professional organizations appropriate to the area of appointment.)**

Please organize international, national, state, and regional activities to appear together. Indicate the following information:

a. Services to University

1. Leadership and Services for Department/College.

Number of committees served on during period under review.

Number of committees chaired

Recruiting activities performed for the department/college

Retention activities (Description: college and department levels)  
Other college service assignments

2. Leadership and Services to ASU/Other Universities

Number of university committees served on during period under review  
Number of committees chaired  
Senatorial activities  
Other university service assignments

3. Leadership and Services to Students and Organizations

Number of student associations advised  
Number of student educational trip guided  
Number of student functions supervised  
Retention Activities  
Number of fund raising activities  
Career counseling activities  
Involvement of students in professional organizations

b. Services to Regional/State/Community

Unpaid consulting activities or services  
Regional, state or community activities or work  
Regional, state or community committees  
Membership and services to regional/state/community professional organizations: (List of organizations and offices held if any)  
Regional/state/community professional organization meetings and conferences attended

c. National Services

Unpaid national consulting activities or services  
National activities or work  
National committees  
Membership and services to national professional organizations: (List of organizations and offices held if any)  
National professional organization meetings and conferences attended

d. International Services

International projects  
International committees  
Unpaid international consulting

Membership and services to international professional organizations:  
(List of organizations and offices held if any)  
International professional organization conferences attended

e. Other professional services or activities:

Evidence of professional services to industry  
Seminars & workshops organized  
Officer on editorial staff of professional organizations

**IX. Appendix. Indicate any other information relevant for consideration for requesting promotion and/or tenure, such as:**

a. Copies of articles submitted for publication or those in press

b. Letters from outside professional evaluators

c. Copies of reviews of your published works and/or professional activities

d. Optional Activities:

Applicants may choose to list activities which include significant time/preparation for evaluation by department and college committees.

- 1) Works in progress, i.e. books, articles, grants, creative works, etc.
- 2) Articles/books not accepted for publication
- 3) Books submitted for publication but not "in press"
- 4) Grants not funded