**Southern University and A&M College**

**Application Form for Tenure and Promotion**

**Application Instructions**

 1. The application should be typed.

 2. Circle the desired action (tenure or promotion, or both) at the top of the form.

 3. Applications must be complete and fully documented. Include a 3.5” diskette that contains a list of all research, publications, and creative works in a format used by scholars in your respective discipline, e.g. MLA, APA, Chicago Manual of Style, etc. Please also include any reprints, notices, etc.

 4. Include for the past three years:

 a. student evaluation forms

 b. peer evaluation forms

 c. chairperson’s evaluation forms

1. All information to be considered during the application process must be included at every level of review. No additional material may be added after initial submission.

6. Please refer to **the tenure and promotion policy changes in the Southern University Board of Supervisors Bylaws, adopted 9/23/95 by the Board, for criteria and procedures.**

 7. Use separate sheet(s) for additional information as needed.

**PLEASE REFER TO THE 2005-2007 FACULTY HANDBOOK FOR DEADLINES ON THE SUBMISSION OF APPLICATIONS**

**Southern University**

**Baton Rouge, Louisiana 70813**

**Application Form For Tenure Or Promotion Or Both**

**[Please encircle the appropriate word(s)]**

Name Highest Degree

In What Discipline Was Highest Degree Earned?

Date First Employed Date of Last Promotion

Present Rank Years Completed in Current Rank

Date of Application Date Tenured

 **I. Research, publications and creative activities:**

 **(Within the last five years)**

 A. Publications/Creative Works

 1. Title of Book\* Publishing Company Date

 2. Title of Article\* Journal Date

 3. Creative works performed or displayed:

 (Give Date and Location)

**\*Material published or accepted for publication ONLY.**

 4. Published abstracts, annotated bibliography, reviews, handbooks and brochures:

 (Give title and date):

 5. Editorial Involvement:

 Journal or Board Editor or Member Date

 6. Director of Student Plays, Concerts, etc.\*\*

 B. Research in progress:

 1. Topic

 2. Target date for completion

 3. Funding

 4. Date of last progress report

 5. Amount of funds $

 6. Chairperson’s written verification.

**\*\*Applies to Laboratory School Faculty Only.**

**II. Professional Training and Experience**

 A. Formal Training

 1. Degrees Attained

 Degree Discipline School Date Received

1. If terminal degree has not been awarded, work completed toward degree.

1. Degree sought

 a. Language Requirement Date

 b. Course Work Date

 c. General Examination Date

 d. Completion of all but dissertation Date

 2. Work completed above the master’s degree in major teaching discipline and in a degree program.

 a. Semester hours beyond the Masters-

 Number of Hours Institution Date

 3. Earned Specialist Degree

 Degree Granting Agency Date

 C. Experience

 1. Teaching

 a. College or University

 Institution Location Position Held Number of Yrs.

 b. Non-College

 Institution Location Position Held Number of Yrs.

 2. Other Professional Experience

 Institution Location Position Held Number of Yrs.

 D. Non-degree study:

**Professional Activities and Community Service over past five years:**

 A. Professional Activities

 1. Service as an officer in a professional organization

 Level

 (National,

 Regional,

 Position Organization Date (Year) State, Local)

 2. Service on a committee of professional organization:

 Level

 (National,

 Regional,

 Position Committee Organization Date State, Local)

 3. Presentations

 Level

 (National,

 Regional,

 Title Organization Location Date State, Local)

 4. Attendance at professional meetings Level

 (International,

 National,

 Regional, State

 Organization Location Date Local)

5. Grants secured (Institutional or Research)

 Title Agency Date Support Funds

 6. Current membership in honor societies and professional organizations:

 7. Served as a Resource person\*\*

 Location Date

 8. Director of institutes, workshops and seminars.\*\*

 B. Community service of past five years:

 1. Positions held in community public bodies having constitutional status or governmental authority (officer, committee chairperson, or active member).

 Position Organization Date

 **\*\*Applies to Laboratory School Faculty only.**

2. Participation in community service activities other than membership.

3. Positions held in civic or religious organizations as officer, committee chairperson or active member.

 Position Held Organization Date

**IV. University service over past five years:**

1. Chairperson of a standing committee:

 Level

 (University, College

 Committee Department) Date

 B. Active member on standing committees:

 Level

 (University, College

 Committee Department) Date

 C. Sponsor of Campus organization (Southern University):

 Organization Date

 D. Membership on University Ad Hoc Committees:

 Committee Date

 E. President of Faculty Senate

 Term Date

 F. Other Officer or committee chairperson for Faculty Senate

 Term Date

 G. Member of Faculty Senate Committee

 Committee Date

H. Consultant or Participant in University programs in areas outside of faculty member’s assigned responsibilities.

 I. Participation in organized student recruiting. (Give activities, locations and dates).

**V. Advisement and Counseling (Academic and Professional Consultation).**

**Department**

 **(Check One)\*** 

 [ ] [ ]

 Chair, Departmental Tenure and Promotion Committee (if applicable)

 [ ] [ ]

Chair, College Tenure and Promotion Committee

 [ ] [ ]

Department Chair

 [ ] [ ]

College Dean

 [ ] [ ]

Vice Chancellor for Academic Affairs

 [ ] [ ]

Chancellor

 [ ] [ ]

President

\*Applications should be accompanied by the appropriate commentary information at each level of disapproval.