

Faculty Promotion & Tenure Coversheet

Candidate Name (last, first, m.i.)	Banner ID
Tenure School/College/Division	Tenure Department
Primary School/College/Division	Primary Department/Program
Secondary School/College/Division	Secondary Department/Program
Tertiary School/College/Division	Tertiary Department/Program
Current Rank	
Appointment History	
Initial WSU rank	Date of promotion (if applicable)
Initial WSU appointment date	Date of tenure (if applicable)
Date of appointment to tenure track	Length of tenure-track service (in years & months)
Dates off tenure track/Reason	
Requested Action	
Promotion to	Tenure
Documentation Checklist	
<p>Provide the following documentation in the order listed below.</p> <ol style="list-style-type: none"> 1. This Form 2. Dean's written recommendation 3. School/College promotion & tenure committee's written recommendation 4. Chair's written recommendation 5. Departmental promotion & tenure committee's written recommendation 6. WSU Professional Record 7. Personal statement (optional) 8. Teaching portfolio 9. Summary of external evaluators 10. External evaluators' letters 11. Sample letter sent to external evaluators 12. Miscellaneous Information (optional) 13. School/College factors and departmental factors (if departmentalized) 14. Externally funded research 15. Numbered list of publications forwarded <p>Publications, reprints, etc. (separate folder--one copy)</p>	