Idaho State University

Idaho State University
Promotion and Tenure Application

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I. BASIC INFORMATION

This form organizes the data required by the Executive Vice President and Provost for all levels of review of a faculty member's request for consideration for promotion in rank and/or tenure. The completed Application Form and supporting materials will be reviewed by the P&T review committees at the department and college levels, the department chair, the college dean, and the Executive Vice President and Provost's Office. Therefore, it is in the best interest of each applicant to ensure that the data are complete, organized, and accurate. Please attach additional sheets, if necessary, to give complete information. Original signatures are required on this form, which will become part of the faculty member's personnel file.

Name: _____ Date: _____

Department: _____ College: _____

Initial Date of ISU Appointment: _____ Initial Rank: _____

Present Rank (and eff. Date) _____ Years Completed in Rank at ISU: _____

Tenured: _____ Yes _____ No Effective Date of Tenure _____

Years of Credit Awarded Toward Tenure Upon Appointment (if applicable): _____

Contract Tenure Year as specified in Tenure Year Designation Form (if applicable): _____

Appointment: _____ 9 month _____ 12 month

FTE: _____

PLEASE SUBMIT THIS APPLICATION ELECTRONICALLY (Include letter of offer).

_____ I am seeking Tenure only
_____ I am seeking Tenure and Promotion to the rank of: _____
_____ I am seeking Promotion only to the rank of: _____
_____ This is a Third-Year Review

This (is, is not) an application for Early Tenure.

Applicant's Signature	Date

II. GENERAL DATA: Please list all information in reverse chronological order.

EDUCATION

Institution	Field of Study	Degree	Date

Other Education (institutes, short courses, etc.):

Areas of Specialization:

EMPLOYMENT

(List current position first. Please show all changes in position or title at a given institution.)

Institution	Position/Title	Time Period

III. TEACHING

A. TEACHING PHILOSOPHY, GOALS, AND ACCOMPLISHMENTS (Briefly summarize your goals and accomplishments in teaching.)

B. COURSES TAUGHT (List & include course number and title.) In order to provide reviewers with an overview of the variety of courses you have taught, please list all courses you have taught while at ISU, but list each only one time. Please list courses taught in the past five years or since last promotion/tenure award, whichever is the more recent, and specify typical or average enrollment.

C. TEACHING AWARDS, DISTINCTIONS (List all awards, distinctions, etc. and year received; **Please list all information in reverse chronological order.**)

1. Teaching Awards and Other Recognition:

2. Textbooks Published (should also be listed in section V, A, 4):

3. New Courses Developed:

4. New Programs Developed:

5. Collaborative Efforts with Colleagues to Improve Teaching:

6. Scholarly Papers Published on Teaching in Your Field:

7. Other:

D. DOCTORAL DISSERTATION COMMITTEES

(Include names of students; dates of service; indicate if Dissertation Director/Chair.
When possible, give information regarding the subsequent professional careers of these students and whether the dissertation led to publication. **Please list all information in reverse chronological order.**)

E. MASTER'S THESIS/PROJECT COMMITTEES

(Include names of students; dates of service; if Thesis Director/Chair; where possible, give information regarding the subsequent professional careers of these students. **Please list all information in reverse chronological order.**)

F. GRADUATE STUDENT INDEPENDENT STUDIES

G. UNDERGRADUATE RESEARCH OR SERVICE-LEARNING SUPERVISION

(Include names of students; dates of service; if Director/Chair; where possible, give information regarding the subsequent professional careers of these students. **Please list all information in reverse chronological order.**)

H. CLINICAL SUPERVISION

(Include names of students; dates of service; where possible, give information regarding the subsequent professional careers of these students. **Please list all information in reverse chronological order.**)

I. OTHER

IV. RESEARCH AND CREATIVE ACTIVITY: Please list all information in reverse chronological order.

A. PUBLICATIONS

1. Books (Scholarly and Creative)
List authors (underline senior author), title, publisher, location.
If you wish, you may append copies of published reviews of your books.

a. Scholarly/Creative Books Published:

b. Scholarly/Creative Books in Press (attach a copy of the communication from publisher):

c. Scholarly/Creative Books Submitted for Review (attach a copy of your transmittal letter to publisher):

2. Original Creative Works, including all performances and art exhibits.
List artists/authors/appropriate credits, title, venue/location, date(s) of performance/shows (if applicable).
If you wish, you may append copies of published reviews and/or publicity information.

3. Edited Volumes
List authors (underline senior author), title, publisher, location.
If you wish, you may append copies of published reviews of your books.

a. Edited Volumes Published:

b. Edited Volumes in Press (attach a copy of the communication from publisher):

c. Edited Volumes Submitted for Review (attach a copy of your transmittal letter to publisher):

4. Textbooks

List authors (underline senior author), title, publisher, location.

a. Textbooks Published (should also be listed in section III, C, 2):

b. Textbooks In Press (attach a copy of the communication from publisher):

c. Textbooks Submitted for Review (attach a copy of your transmittal letter to publisher):

5. Chapters or Segments of Books
List authors (underline senior author), title, publisher, location.

a. Chapters/Segments of Books Published:

b. Chapters/Segments of Books In Press (attach a copy of the communication from publisher):

c. Chapters/Segments of Books Submitted for Review (attach a copy of your letter of transmittal to publisher):

6. Refereed Articles

List authors (underline senior author), title, publisher, location.

a. Refereed Articles Published:

b. Refereed Articles in Press (attach a copy of the communication from publisher):

c. Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

7. Non-Refereed Articles

List authors (underline senior author), title, publisher, location.

a. Non-Refereed Articles Published:

b. Non-Refereed Articles In Press (attach a copy of the communication from publisher):

c. Non-Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

8. Technical Reports
List authors (underline senior author), title, publisher, location.

9. Book Reviews Published

10. Other Creative Activities and Products
List authors or appropriate credits (underline senior author/contributor)

11. Other Research and Creative Activities (including patents/technology transfer projects)
List authors or appropriate credits (underline senior author/contributor)

B. GRANTS AND CONTRACTS
1. List grants and contracts that you have directed as principal investigator, director, and/or co-principal investigator. Note principal investigator, director, and all co-principal investigators on grants & contracts; title; agency; purpose of research; funded amount; dates; specify if grant was refereed.

External Grants

Internal Grants

2. List grants you have applied for and are either under review or were not funded. Note principal investigator, director, and all co-principal investigators on grants and contracts; title; agency; purpose of research; funded amount; dates; specify if grant was refereed. Specify if under review or unfunded.

External Grants

Internal Grants

C. PRESENTATION OF PAPERS / MAJOR SPEECHES

Indicate if speech is invited, keynote, or plenary, etc.

1. Papers presented at professional conventions and meetings

2. **Major Speeches** (keynote, plenary address, invited speech, etc.)

3. **Poster Presentations**

D. HONORS AND AWARDS RELATED TO RESEARCH

Provide all relevant details.

V. SERVICE: Please list all information in reverse chronological order.

A. SERVICE TO THE DISCIPLINE

List offices held in national, regional, local organizations associated with your professional field; indicate dates of service

Other professional service rendered, e.g., editorships, service on editorial boards of scholarly journals, review panels, accreditation teams

List professional organizations to which you currently belong

B. SERVICE TO THE UNIVERSITY

Briefly outline your goals and achievements in the various areas of University governance at Idaho State University. Include description of your involvement in and contributions to university, college, department, ISU councils or committees; dates of service; if chairperson. (Tenure - Please list service to the University during your tenure earning years. Promotion - Please list service to the University since last review for promotion.)

C. SERVICE TO THE COMMUNITY

List community committee councils, boards, etc., on which you have served, or other public service activities. Include dates of service.

D. OTHER SERVICE ACTIVITY

List including dates of service