

INFORMATION ON APPLICATION FOR PROMOTION AND/OR TENURE

Applicant, Department/School Chair/Director and Personnel Committee Chair please note: The following information is needed along with the cover sheet for application for Promotion and/or Tenure.

I. Information to be supplied by the applicant:

- Date of application, Your full name, Current rank (e.g. Assistant Professor), and Department name
- **Educational Background:** List institutions of higher education attended, date of attendance, and degrees earned.
- **Professional Experience:** List institutions, rank or title, and dates of appointment concerning all professional positions in chronological order showing the most recent first.
- **Justification for Promotion or Tenure:**
 - A. Teaching obligations, courses taught each semester at least the last 3 years with overall teaching evaluations for each course and scale, average teaching load, off-campus teaching, and advising.
 - B. Direction of theses and dissertations or equivalents (list names of students, thesis or dissertation, titles of works, degree sought, and semester/year).
 - C. Publications and other professional contributions (provide full bibliographic information)
 - i. Papers presented at conferences and professional meetings
 - ii. Article(s) - identify refereed articles as (Refereed) and include page numbers, if applicable
 - iii. Review(s)
 - iv. Book(s) and Book Chapters- indicate whether authored or edited and include page numbers
 - v. Exhibits
 - vi. Performances
 - vii. Other (e.g., Patents, etc.)
 - D. Grants, Fellowships, and Leaves of Absence with dates (most recent first) and relevant details.
 - E. University service in addition to regular teaching assignments during last three years (committee assignments and roles, workshops offered, special assignments, etc., with dates and relevant details).
 - F. Professionally-oriented public service activities with dates and relevant details.
 - G. Other professionally significant achievements (offices in professional societies, consultantships, honors, awards, etc., with dates and relevant details).

II. Information to be supplied by the department/school chair/director in consultation with the personnel committee:

- A. Assessment of teaching effectiveness and of efforts at improvement the applicant has reported. Provide evidence on how assessment is determined (cannot be based solely on student evaluations).
- B. Summary evaluation of overall effectiveness of the applicant as teacher, scholar, and professional colleague.
- C. Supporting letters (if required). See <http://www.niu.edu/academicaffairs/appm/II18.shtml> for guidelines on external evaluations. If supporting letters (external reviews) are included as part of the department and college process, they must be current, and the following must be addressed:
 - i. Statement describing how the external letters were solicited (i.e., how the external reviewers were selected involving the applicant, department/school personnel committee, and the chair/director.
 - ii. A brief biographical sketch including the name, title, affiliation, and contact information of each external reviewer.
 - iii. How many external letters were solicited, how many responses were obtained, and a summary of the responses.
 - iv. Attach a sample copy of the letter soliciting external reviews.