# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Greensboro, NC

Office of the Provost and Executive Vice Chancellor for Academic Affairs

**APPLICATION FORM FOR REAPPOINTMENT, PROMOTION AND/OR TENURE**

**Reappointment, Promotion and Tenure Signature Page**

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Departmental Recommendation**

( ) Recommended for Reappointment

( ) Not Recommended for Reappointment

( ) Recommended for Promotion

( ) Not Recommended for Promotion

( ) Recommended for Tenure

( ) Not Recommended for Tenure

BY: Date

Chair Department RPT Committee

**College Recommendation**

( )Recommended for Reappointment

( ) Not Recommended for Reappointment

( ) Recommended for Promotion

( ) Not Recommended for Promotion

( ) Recommended for Tenure

( ) Not Recommended for Tenure

BY: Date

Chair College/School RPT Committee

**Dean’s Recommendation**

( )Recommended for Reappointment

( ) Not Recommended for Reappointment

( ) Recommended for Promotion

( ) Not Recommended for Promotion

( ) Recommended for Tenure

( ) Not Recommended for Tenure

BY: Date

Dean of College

**Provost and Executive Vice Chancellor for Academic Affairs Recommendation**

( )Recommended for Reappointment

( ) Not Recommended for Reappointment

( ) Recommended for Promotion

( ) Not Recommended for Promotion

( ) Recommended for Tenure

( ) Not Recommended for Tenure

BY: Date

Provost and Executive Vice Chancellor for Academic Affairs

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**APPLICATION FORM FOR REAPPOINTMENT, PROMOTION AND/OR TENURE**

Date

Name

Last First Middle

College Department

ACTION REQUESTED:

( ) First Reappointment

( ) Second Reappointment

( ) Promotion to

( ) Tenure

( ) Promotion and Tenure

Present Rank Date of Present Rank

US Citizen YES NO (circle one) If no, country of citizenship

Will faculty member become a citizen When

Date of initial appointment of faculty Initial Rank

Years of service as full-time member of faculty

Education Background – (Indicate each degree, date earned and institution; Note additional study and training.) If faculty member is working toward an advanced degree, indicate number of semester hours completed beyond present degree and attach copy of supporting transcript(s).

Area or field of specialization

Teaching and other professional experience:

Show inclusive dates, rank and/or title, institution or agency, and indicated first appointment at current institution with rank and any changes to date. (Attach additional sheet if needed.)

Publications (may be written up in a summary form)

List membership(s) in professional organizations

List honors and awards

Teaching Performance

Teaching

Include a summary statement about how you demonstrate excellence in instruction. Use a short narrative and/or a table to present your traditional and non-traditional teaching, graduate student mentorship, and any recruiting/retention accomplishments.

1. Summarize available evidence of effectiveness in teaching. (Attached additional sheets if needed.)

For instruction, explain/provide examples of how your instruction was effective and provide evidence of improvements made in your courses as a result of evaluation. Explain/provide examples how courses/workshops were regularly revised and made current. Explain/provide examples how outcomes for courses/workshops were well-defined and connected to desired curricular outcomes. **It is a good idea to begin with a teaching philosophy.**

2. Summarize special contributions to course and curriculum development, experimentation with new methods, materials, etc.

3. Summarize evidence of effectiveness in academic advising and counseling.

\*List graduate student names, years, thesis titles. Indicate what your students did after leaving your mentorship, include awards/recognitions received by your students.

Performance, Professional Growth and Related Activities

Include a summary statement about how you demonstrate excellence in scholarly activity as defined in the promotion/tenure policy. Use a short narrative and/or a table to present your publication record, external funding successes, peer recognition, and the success of your program in addressing the needs of your end-user community. Provide a clear presentation of a comparison of your accomplishments versus the minimum required achievements

The faculty member should provide an accounting of the number of publications and the faculty member's level of authorship on the publications. This should be summarized as a quantity of 'first author equivalent publications'. The minimum number of first author equivalent publications required to be considered for promotion or tenure. Include a list of your publications and provide an indication of the stature of the journal. For coauthored papers explain your contribution to the research/final paper. Include a list of grants and briefly explain the impact of the funded activity (what did it accomplish?). If you are co-PI, explain your role in the grant project.

1. Summarize evidence of research and scholarly productivity.
2. Summarize evidence of professional growth within the past five years.
3. Contacts with professional organizations for the past five years.

Name of Office and Committee Attended Check if

Organization Assignments Meetings On Program

Service to the University

\*Include a clear, succinct presentation of the items that document your participation and accomplishments in university, professional and community service as defined in the college promotion/tenure policies. Provide separate summaries for each category (university, professional and community). Provide examples, *i.e*. if you are an editor for a journal, how many papers did you review, if you served on a committee, what was your role/contribution to the group?, if worked with a community group, how was your knowledge/assistance used?

1. Indicate significant committee and administrative responsibilities and contributions. Evaluate the effectiveness of performance. (Attach additional sheets if needed.)

1. Special grants and programs brought to the University (Attach additional sheets if needed):

Dates Source or Type

Signature of Applicant