

Tenure Application Promotion Application

Your Name

EXPLANATION OF CONTENTS

Your tenure dossier is a project you want to begin assembling at least three-years before your application deadline. Draw information you have already assembled from your FE3s (annual reviews).

The document should consist of the following sections:

APPLICATION LETTERS

These are cover letters for your tenure application as well as your application for promotion, should you also be applying for it.

CONTRACTS

Include the originals of ALL your annual contracts.

CURRICULUM DEVELOPMENT

If you have developed any curriculum, list them here. Include some examples of your syllabi.

PROFESSIONAL DEVELOPMENT

Detail how you have grown professionally during the three-years leading up to your tenure application.

SCHOLARSHIP

List any publications, performances, exhibitions, presentations, etc. you have made or been involved with.

UNIVERSITY SERVICE

Explain how you have helped the institution of Sul Ross State University grow.

COMMUNITY SERVICE

How have you contributed to your community?

EVALUATIONS

Include ALL the evaluations from the past three years, including the comments, good and bad. Get into a habit of printing them to PDF, dating, and archiving them, and printing them for your tenure application.

Dear Faculty Tenure and Promotion Review Committee,

Please find enclosed my application for promotion, as well as the materials for my tenure application.

As per university requirements, I have included a copy of my initial letter of appointment and later reappointments; an up-to-date curriculum vitae; and course evaluations from students, *[your department]* chairs, and the Dean of *[your department's dean]*.

[This is your cover letter. Briefly describe your time at Sul Ross with achievements on campus, professionally, and in the community]

Yours,

[your signature and name]

CONTRACTS

The following section contains duplicates of my annual contracts, my initial contract letter, and the evaluation letters I have received.

CURRICULUM DEVELOPMENT

If you have done so, list any classes you have developed.

PROFESSIONAL DEVELOPMENT

Detail how you have grown professionally.

CONFERENCES

- *[List examples]*

WORKSHOPS

- *[List examples]*

ONLINE TRAINING

- *[List examples]*

PUBLICATIONS

- *[List examples]*

SUL ROSS STATE UNIVERSITY TRAINING PROGRAMS

- *[Sul Ross has many mandatory and voluntary programs you can be involved in]*

FIELD TRIPS

- *[List examples]*

ANY OTHER RELEVANT INFORMATION

- *[List examples]*

SCHOLARSHIP

Depending on your discipline, list papers, presentations, publications, interviews, exhibitions, recitals, etc.

UNIVERSITY SERVICE

Explore your FE3s (annual reviews) to assemble a list of university service items.

UNIVERSITY COMMITTEES

- *[List examples]*

UNIVERSITY COUNCILS

- *[List examples]*

STUDENT ORGANIZATIONS

- *[List advising or co-advising duties]*

SEARCH COMMITTEES

- *[List any you have been involved in]*

ADVISING

- *[[Mention your role as an advisor, as a reference for graduating students trying to enter the workplace, and any other relevant information]*

GRADUATE STUDENT COMMITTEES

- *[List examples]*

FRESHMAN AND GRADUATE EVENTS

- *E.g. regular attendance of Graduation, Commencement, and Freshman Convocation ceremonies, Student Convocation, etc.*
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OUTREACH

- *Any recruitment events you have been involved in, e.g. Sully Showcase, trips to high schools to sell the idea of further education, promotional materials you have assisted with, etc.*

ORGANIZATIONS

- *Professional organizations you are a member of*

OTHER

- *Anything else that may be relevant*

COMMUNITY SERVICE

- *List any community involvement you may have – fundraising, serving on boards, volunteering, donations, any other community events, etc.*