

**Portfolio Transmittal Form  
Faculty Tenure and Promotion**

Applicant name:	Signature:
Department:	Date of portfolio submission:
Action sought: <input type="checkbox"/> Tenure <input type="checkbox"/> Promotion (check rank below)	
Rank requested: <input type="checkbox"/> Senior Instructor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor	
<p><b>Checklist for Portfolio Contents</b></p> <ul style="list-style-type: none"> <li>○ Portfolio Transmittal Form (this document) <ul style="list-style-type: none"> <li>▪ Copies of all recommendations and rebuttals at each stage of the process</li> </ul> </li> <li>○ Cover letter (application including establishment of eligibility and merit)</li> <li>○ Current curriculum vitae</li> <li>○ Appendices <ul style="list-style-type: none"> <li>▪ All annual academic performance review documents during the period of consideration</li> <li>▪ Course evaluations with comment summaries (complete, not excerpts)</li> <li>▪ Other materials as determined in departmental tenure, promotion, and evaluations standards</li> <li>▪ Materials selected by the applicant</li> </ul> </li> </ul>	
<p><b>Receipt and Transmittal</b> A copy of this form should be provided to the applicant faculty member with each new signature upon date of transmittal. This original copy of the form should remain with the portfolio.</p>	
Committee Chair:	Signature:
Date Received:	Date Transmitted:
Department Chair:	Signature:
Date Received:	Date Transmitted:
Dean:	Signature:
Date Received:	Date Transmitted:
VPAA:	Signature:
Date Received:	Date Transmitted:
<p><b>Faculty Handbook Policy References (October 2019 version):</b> 4.4.1 Promotion Procedures and Timeline 4.5.3 Procedure and Timeline for Requesting Tenure</p>	