



**ROUTING SHEET FOR PROMOTION**  
(Print on Yellow Paper)

**Name of Applicant**

**Department Committee (optional in small departments):**

**For** \_\_\_\_\_

**Against** \_\_\_\_\_

**Comments Attached** \_\_\_\_\_

**Include Actual Vote Count**

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
**Signature of Committee Chair**

\_\_\_\_\_  
**Date**

**Department Chair:**

**For** \_\_\_\_\_

**Against** \_\_\_\_\_

**Comments Attached** \_\_\_\_\_

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
**Signature of Chair**

\_\_\_\_\_  
**Date**

**College Committee:**

**For** \_\_\_\_\_

**Against** \_\_\_\_\_

**Comments Attached** \_\_\_\_\_

**Include Actual Vote Count**

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
**Signature of Committee Chair**

\_\_\_\_\_  
**Date**

**Dean of College:**

**For** \_\_\_\_\_

**Against** \_\_\_\_\_

**Comments Attached** \_\_\_\_\_

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
**Signature of Dean**

\_\_\_\_\_  
**Date**

**Provost and Vice President:**

For \_\_\_\_\_

Against \_\_\_\_\_

Comments Attached \_\_\_\_\_

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
**Signature of Provost and Vice President**

\_\_\_\_\_  
**Date**

**Appeals Committee (if applicable):**

For \_\_\_\_\_

Against \_\_\_\_\_

Comments Attached \_\_\_\_\_

**Include Actual Vote Count**

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
**Signature of Committee Chair**

\_\_\_\_\_  
**Date**

**President:**

For \_\_\_\_\_

Against \_\_\_\_\_

\_\_\_\_\_  
**Signature of President**

\_\_\_\_\_  
**Date**

**ROUTING SHEET FOR TENURE**  
(Print on Green Paper)

**Name of Applicant**

**Department Committee (optional in small departments):**

For \_\_\_\_\_

Against \_\_\_\_\_

Comments Attached \_\_\_\_\_

Include Actual Vote Count

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
Signature of Committee Chair

\_\_\_\_\_  
Date

**Department Chair:**

For \_\_\_\_\_

Against \_\_\_\_\_

Comments Attached \_\_\_\_\_

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

**College Committee:**

For \_\_\_\_\_

Against \_\_\_\_\_

Comments Attached \_\_\_\_\_

Include Actual Vote Count

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
Signature of Committee Chair

\_\_\_\_\_  
Date

**Dean of College:**

For \_\_\_\_\_

Against \_\_\_\_\_

Comments Attached \_\_\_\_\_

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

**Provost and Vice President:**

**For** \_\_\_\_\_

**Against** \_\_\_\_\_

**Comments Attached** \_\_\_\_\_

**Vote and Comments Sent to Applicant**

\_\_\_\_\_  
**Signature of Provost and Vice President**

\_\_\_\_\_  
**Date**

**President:**

**For** \_\_\_\_\_

**Against** \_\_\_\_\_

\_\_\_\_\_  
**Signature of President**

\_\_\_\_\_  
**Date**

**Provost 9/11**

## RECOMMENDATION FOR PROMOTION IN RANK OR TENURE

1. Name \_\_\_\_\_
2. Department \_\_\_\_\_
3. Present Rank \_\_\_\_\_
4. Date of Present Rank \_\_\_\_\_
5. Tenure? \_\_\_\_\_
6. If Yes, Year of Tenure \_\_\_\_\_
7. Being considered for promotion to rank of \_\_\_\_\_
8. Being considered for tenure \_\_\_\_\_
9. Person or committee recommending, where applicable:
  - \_\_\_ Departmental Committee
  - \_\_\_ Chair
  - \_\_\_ College Committee
  - \_\_\_ Dean
  - \_\_\_ Provost and Vice President
  - \_\_\_ University Appeals Committee (Promotion Only)

10. Action of person or committee recommending:

\_\_\_ Promotion recommended  
\_\_\_ Narrative attached

\_\_\_ Promotion not recommended for the following reasons:  
\_\_\_ Narrative attached

\_\_\_ Lack of terminal degree.

\_\_\_ Insufficient accomplishments of such a nature as to be considered equivalent to a terminal degree or rendering terminal degree not as necessary.

\_\_\_ Insufficient progress toward terminal degree.

\_\_\_ Teaching performance not equal to level required for promotion.

\_\_\_ Insufficient research and/or creative productivity.

\_\_\_ Insufficient evidence of innovations in methods and/or materials, initiation of new courses or development of curriculum.

\_\_\_ Insufficient evidence of participation in professional organizations, attendance at meetings, membership in professional organizations, etc.

\_\_\_ Lack of reasonable distinction in fulfillment of all routine, minimal obligations of teaching personnel.

\_\_\_ Insufficient number of years in present rank. Quality, competence, and excellence of performance does not merit "rushing" of promotion.

\_\_\_ Other \_\_\_\_\_

11. \_\_\_\_\_ Tenure Recommended

Narrative attached

\_\_\_\_\_ Tenure not recommended for the following reasons:

\_\_\_\_\_ Narrative attached

\_\_\_\_\_ Lack of terminal degree.

\_\_\_\_\_ Insufficient accomplishments of such a nature as to be considered equivalent to a terminal degree or rendering terminal degree not as necessary.

\_\_\_\_\_ Insufficient progress toward terminal degree.

\_\_\_\_\_ Teaching performance not equal to level required for promotion.

\_\_\_\_\_ Insufficient research and/or creative productivity.

\_\_\_\_\_ Insufficient evidence of innovations in methods and/or materials, initiation of new courses or development of curriculum.

\_\_\_\_\_ Insufficient evidence of participation in professional organizations, attendance at meetings, membership in professional organizations, etc.

\_\_\_\_\_ Lack of reasonable distinction in fulfillment of all routine, minimal obligations of teaching personnel.

\_\_\_\_\_ Insufficient number of years in present rank. Quality, competence, and excellence of performance does not merit "rushing" of promotion.

\_\_\_\_\_ Other \_\_\_\_\_

Recommended by:

\_\_\_\_\_  
Signature (person or committee chair)

\_\_\_\_\_  
Date (day, month, year)

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