

**ALABAMA A & M UNIVERSITY  
FACULTY PROMOTION AND/OR  
TENURE REQUEST FORM**

**INSTRUCTIONS:** The applicant should consult the Faculty/Administrative Handbook (Revised 2003) before completing this form. Do not submit curriculum vita or other documents in lieu of completing this form.

Name \_\_\_\_\_  
                    (Last)  (First)  (MI)  Date

School/Department \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Request for Promotion

Request for Tenure

\_\_\_\_\_  
Current Rank

\_\_\_\_\_  
Date Current Rank Received

\_\_\_\_\_  
Rank Requested

\_\_\_\_\_  
Date Tenure Granted

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date Employed at AAMU

## JUSTIFICATION FOR PROMOTION AND/OR TENURE DOCUMENT

The Faculty/Administrative Staff Handbook (Revised 2003), stated minimal information to be included in the "Justification for Promotion Document". To assure uniformity and to assist with the preparation of promotion documents in accordance with approved minimal qualifications, the following format is recommended:

- I. Application by the candidate;
- II. Letters of recommendation or comments from the immediate and succeeding levels of supervision;
- III. \*Annual performance evaluations;
- IV. \*Documentation of Teaching Effectiveness;
- V. \*Documentation of Scholarly Contributions;
- VI. \*Documentation of Service to the University;
- VII. \*Documentation of Service to the public;
- VIII. \*Documentation of Honors and Awards;
- IX. \*Documentation of Membership in Learned Societies;
- X. Copy of Highest Degree Earned;
- XI. Copy of Transcript(s) Denoting Credits Earned for Highest Degree;
- XII. \*Documentation, of Intern, Residency, Teaching/Research Assistantships, and
- XIII. Current Curriculum Vita.

The Table of Contents should include relevant page numbers for each item on the Checklist/Qualifications sheet for the particular rank of application. The Table of Contents serves as a checklist for the School/Department Review Committee to verify that each item has been documented. Thorough documentation is the RESPONSIBILITY OF THE APPLICANT. The promotion/tenure packet should be securely bound for ease of handling, should not include any documents submitted for a previous promotion, and should include evaluations from the last three years only. Adequate time should be allowed for review and return of the promotion/tenure request packet to the applicant if further documentation is needed.

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\* Reprints or copies of publications or other contributions during your current rank. Materials submitted for current rank may not be included.

**PROMOTION AND/OR TENURE REVIEW COMMITTEE  
COMMENT SHEET**

Comments:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# PROMOTION AND/OR TENURE RECOMMENDATION

Name \_\_\_\_\_  
(Last) (First) (MI)

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Rank Requested

## University Promotion & Tenure Committee

### **Action:**

Promotion Recommended ( )  
Promotion Not Recommended ( )  
Tenure Recommended ( )  
Tenure Not Recommended ( )

Date of Action \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson

## Vice President for Academic Affairs

### **Action:**

Promotion Recommended ( )  
Promotion Not Recommended ( )  
Tenure Recommended ( )  
Tenure Not Recommended ( )

Date of Action \_\_\_\_\_

\_\_\_\_\_  
Signature of Vice President

## President of the University

### **Action:**

Promotion Recommended ( )  
Promotion Not Recommended ( )  
Tenure Recommended ( )  
Tenure Not Recommended ( )

Date of Action \_\_\_\_\_

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