

Howard University

**Faculty Application for Appointment,
Promotion and/or Tenure**

Office of the Provost
2013

Application for Appointment, Promotion and/or Tenure

This form is to be used in applying for an initial appointment, promotion to faculty rank or tenure. Copies of each publication listed must be supplied by the candidate and submitted with this form. Where necessary, please add pages, such as 6A, 6B, 6C, etc.

The first section of this form is to be completed by the candidate. The second section is to be completed by the Appointments, Promotions, and Tenure Committee of the department, the third by the department chairman, the fourth by the Appointments, Promotions, and Tenure Committee of the school or college, and the fifth by the dean of the school or college, according to the deadlines published each year by the Provost. The evaluations are to be conducted according to the criteria established in the Faculty Handbook (1993) and the appointment, promotion and tenure guidelines applicable to the respective schools and colleges and academic departments.

The dean will forward the completed forms and supporting documents to the Provost by the stated deadline.

Section I

Section I is to be completed by the candidate and submitted to the department chair or dean by the specified deadline.

Date _____

1. Name of Candidate _____

Last
First
Middle
2. Present Rank _____
3. Proposed Rank (or Initial Rank) _____
4. School or College _____
5. Department _____
6. Date of First Appointment at Howard University _____
7. Date of Last Promotion at Howard University _____
8. Home Address _____

9. Home Telephone Number: (Area Code) _____ - _____
10. Business Telephone Number: (Area Code) _____ - _____
11. Home email _____ Business email _____

12. School of Education (College and University)
 List all institutions attended. (Begin with the most recent.)

Name and Location of Institution	Years Attended		Major	Degree Received	Date of Degree
	From	To			

11. Applicants should request that official transcripts for the highest degree earned be sent directly to the respective department chair at Howard University.

12. Title of Master's Thesis (Initial Appointments) _____

13. Title of Doctoral Dissertation (Initial Appointments) _____

14. Employment History
(Begin with the most recent.)

Position Held	Place of Employment	Address	From	To

15. Outside Evaluations

Candidates for initial appointment are required to submit at least three letters of reference from their graduate professors or other appropriate professionals in their academic specialty. For recent recipients of the doctoral or other terminal degree, one of these references should be the major advisor for the dissertation or terminal degree project. Letters of reference should be sent directly to the department chair. List the names and addresses of these references here.

Candidates for promotion and/or tenure are required to submit the names and contact information of two professional evaluators in their area of specialization. The department chair (or dean) or an appropriate designee will contact the external reviewers to request the evaluation.

16. Honors, Awards, and Other Distinctions (Begin with the most recent.)

17. Memberships and Offices in Learned or Professional Societies

18. Publications

(List sequentially all publications submitted with this form, giving complete reference data and co-authors. Assign a number to each publication and affix the number to the reprint or copy of the publication submitted with the application.)

a. Articles

(1.) Refereed

(2.) Book Reviews

(3.) Chapters in Books

(4.) Other General Articles

b. Monographs and Scholarly Books

c. Creative Works

Item 19 should be duplicated for each publication.

19. Appraisal of Publication (State briefly the nature or the contribution of each publication. Attach the publication along with reviews or critiques (not abstracts) if available. Duplicate this page as necessary. If the publications are numerous, they may be grouped into categories and these categories described and evaluated rather than the individual publication.)

Candidate's Statement

Publication No. _____ Title _____

Author(s) _____

Published in/by _____

Contribution:

20. Patents Held

21. Teaching Experience

- a. List below the titles of courses taught, and write a *brief* description of the course content. If available attach critiques or evaluations of the courses listed as a supplement to this page.

- b. List below the titles of dissertations or theses that you are directing or have directed. Indicate doctoral dissertation by "D" and master's thesis by "M"; indicate the year of each.

c. List below the titles of dissertations or theses that you have read as a member of a student's committee. Indicate doctoral dissertation by "D" and master's thesis by "M"; indicate the year of each.

d. List below contributions to teaching that you consider important (e.g., title and description of published or unpublished instructional material, description of major curriculum reorganization, introduction of new courses, awards, or citations for outstanding or extraordinary teaching, etc.). Give date of each contribution.

22. Describe your contributions to your field or profession that you wish to be considered as significant professional service (Panel presentations, speeches, talks at professional settings, conferences, symposia, workshops, seminars, etc.)

23. Research

a. Grants for Which You Have Applied

Project Title	Source	Amount	Period

b. Funded Grants

Name of Grant	Source	Amount	Period

c. Other Research

d. Impact of Research

24. Professional-Development

Seminars, Courses, Meetings, and Workshops Attended

Title	Place	Date

25. List below departmental, school, or University committees on which you have served, the dates of committee membership, and your contribution to each committee.

26. Public and Community Service

Activity	Organization	Year

27. Contribution of Your Services _____

Date

Signature of Candidate

Section II

Evaluations and Recommendation of the Departmental Appointments, Promotions, and Tenure Committee

Received _____
Date

1. The following teaching experience satisfies the minimum requirement of years of teaching:
(List years, e.g., 1974-1979.)

2. The following publications (give numbers as assigned by candidate) meet the minimum requirements for publication:

3. The candidate's teaching ability in respect to others of equal experience and rank is as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____
Attach evaluations or summary of evaluations from faculty members and students.

4. The candidate's research and publications in respect to others of equal experience and rank are as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____

5. The candidate's professional development in respect to others of equal experience and rank is as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____

6. The candidate's service performance in respect to others of equal experience and rank is as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____

7. Give below any comments or additional information that the Committee thinks is pertinent to this application:

Initial Appointment

1. The Committee endorses/does not endorse the appointment of this applicant.

Promotion and Tenure

1. The Committee endorses/does not endorse the promotion of this applicant.

1. The Committee endorses/does not endorse the granting of tenure to this applicant.

Committee Vote: Endorse _____ Do Not Endorse _____ Abstaining _____ Absent _____

Signature of Committee Chairman

Forwarded _____
Date

**Evaluation Statements of the Departmental
Appointments, Promotions, and Tenure Committee**

Evaluation of Publications:

Evaluation of Teaching Experience:

Evaluation of Professional Development:

Evaluation of Service:

Signature of Committee Chairman

Section III

Evaluations and Recommendation of the Departmental Chairman

Received _____
Date

1. The following teaching experience satisfies the minimum requirement of years of teaching:
(List years, e.g., 1974-1979.)

2. The following publications (give numbers as assigned by candidate) meet the minimum requirements for publication:

3. The candidate's teaching ability in respect to others of equal experience and rank is as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____
Attach evaluations or summary of evaluations from faculty members and students.

4. The candidate's research and publications in respect to others of equal experience and rank are as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____

5. The candidate's professional development in respect to others of equal experience and rank is as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____

6. The candidate's service performance in respect to others of equal experience and rank is as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____

7. Give below any comments or additional information that you think is pertinent to this application:

Initial Appointment

1. The Chairman endorses/does not endorse the appointment of this applicant.

Promotion and Tenure

1. The Chairman endorses/does not endorse the promotion of this applicant.

2. The Chairman endorses/does not endorse the granting of tenure to this applicant.

Signature of Department Chairman

Forwarded _____
Date

Evaluation Statements of the Department Chairman

Evaluation of Publications:

Evaluation of Teaching Experience:

Evaluation of Professional Development:

Evaluation of Service:

Signature of Department Chairman

Section IV

Evaluations and Recommendation of the School or College Appointments, Promotions, and Tenure Committee

Received _____
Date

1. The Committee considers that the following teaching experience satisfies the minimum requirements of years of teaching: (If the Committee concurs with the appraisal of the Department of Appointments, Promotions, and Tenure Committee and/or the Department Chairman, merely check the boxes below.)

The Committee concurs with the evaluation of the Department Committee. []

The Committee concurs with the evaluation of the Department Chairman. []

2. The Committee considers that the following publications meet the minimum requirements: (List the numbers assigned by the candidate.)

The Committee concurs with the evaluation of the Department Committee. []

The Committee concurs with the evaluation of the Department Chairman. []

3. The candidate's teaching performance in respect to others of equal experience and rank is as follows: (Check one.)

Below Average _____ Average _____ Above Average _____ Outstanding _____

4. The candidate's research and publications in respect to others of equal experience and rank are as follows: (Check one.)

Below Average _____ Average _____ Above Average _____ Outstanding _____

5. The candidate's professional development in respect to others of equal experience and rank is as follows: (Check one.)

Below Average _____ Average _____ Above Average _____ Outstanding _____

6. The candidate's service performance in respect to others of equal experience and rank is as follows: (Check one.)

Below Average _____ Average _____ Above Average _____ Outstanding _____

7. Attach any comments or additional information that the Committee thinks is pertinent to this application.

Initial Appointment

1. The Committee endorses/does not endorse the appointment of this applicant.

Promotion and Tenure

1. The Committee endorses/does not endorse the promotion of this applicant.

2. The Committee endorses/does not endorse the granting of tenure to this applicant.

Committee Vote: Endorse _____ Do Not Endorse _____ Abstaining _____ Absent _____

Signature of Committee Chairman

Forwarded _____

Date

**Evaluation Statements of the School or College Appointments,
Promotions, and Tenure Committee**

Evaluation of Publications:

Evaluation of Teaching Experience:

Evaluation of Professional Development:

Evaluation of Service:

Signature of Committee Chairman

Section V

Recommendation of the Dean

Received _____
Date

1. The following teaching experience satisfies the minimum requirement of years of teaching:
(List years, e.g., 1974-1979.)

2. The following publications (give numbers as assigned by candidate) meet the minimum requirements for publication:

3. The candidate's teaching ability in respect to others of equal experience and rank is as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____
Attach evaluations or summary of evaluations from faculty members and students.
4. The candidate's research and publications in respect to others of equal experience and rank are as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____
5. The candidate's professional development in respect to others of equal experience and rank is as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____
6. The candidate's service performance in respect to others of equal experience and rank is as follows: (Check one.)
Below Average _____ Average _____ Above Average _____ Outstanding _____
7. Give below any comments or additional information that you think is pertinent to this application:

Initial Appointment

1. The Dean endorses/does not endorse the appointment of this applicant.

Promotion and Tenure

1. The Dean endorses/does not endorse the promotion of this applicant.
2. The Dean endorses/does not endorse the granting of tenure to this applicant.

Signature of the Dean

Forwarded _____
Date

Evaluation Statements of the Dean

Evaluation of Publications:

Evaluation of Teaching Experience:

Evaluation of Professional Development:

Evaluation of Service:

Signature of the Dean

Forwarded

Date