

Eastern Kentucky University
Application for Tenure and/or Promotion
2025-2026 Academic Year

COVER PAGE

Application for: *(insert "Tenure," if applicable)*

and/or

Promotion to: *(select from the following and insert: Associate Professor, Professor, Associate University Librarian, University Librarian, NA).*

Date of Submission:

Name:

Department:

College:

Present Rank:

Years in Present Rank *(Include the current academic year.):*

Date of Last Promotion:

Date of Initial Appointment for your current appointment *(Per the Initial Terms of Appointment form.):*

Probationary Period End Date *(If not tenured.):*

Total Years of Full-time Service at EKU in current appointment *(Do not include unpaid leaves. Include the current academic year.):*

Total Years of Full-time Service at EKU *(If different than current appointment. Include the current academic year.):*

If not using the current Tenure and/or Promotion criteria, please indicate the Department, College, and/or University Tenure and/or Promotion criteria and Policy approval year used for this application:

Do you have any agreed-upon exceptions (e.g., credit for prior service)? If yes, provide supporting documents. *(insert No or Yes)*

Completed Degrees. List the highest degree first, with Discipline/Major, Institution, and Date Completed. List only completed degrees. Do not leave discipline/major blank.

1.

****If the terminal degree is in a related discipline or not a doctorate, provide the letter of justification for the terminal degree from the Department Chair.***

Additional Graduate Education. List Discipline, Institution, Dates, and Credit Hours.

1.

Relevant Professional Training. List Training, Organization, and Dates.

1.

Additional Teaching/Administrative Service in Higher Education. List Rank/Position, Discipline, Institution, Dates, and whether Full Time or Part Time. Include teaching assistantships.

1.

Executive Summary (provide a 250-word summary of your portfolio in the third person)

Teaching

Provide information, explanation, and assessment of your teaching during the review period. Applications for tenure and promotion will use the longest review period. If credit for prior service applies to tenure or promotion, per written agreement at the time of hire, record information appropriately.

The teaching narrative should provide an analysis to help evaluators understand what you have done to be effective in your teaching. Your narrative should address the criteria for teaching established by your department and college promotion and tenure policies as well as university policy 4.6.4, Tenure and Promotion.

Instructions

Focus on the following categories: course content, design, organization, and delivery methods; curriculum revision and development; command of subject matter; teaching practices, including methods of evaluating students' performance; professional relations with students and with peers in relation to teaching; other matters relevant to teaching.

Provide and analyze results of evaluation of your teaching, as required by university policy: (1) student opinion of instruction [Policy 4.1.7] and (2) secondary method of evaluating instruction other than student opinion (e.g., peer visits and consultations, peer-reviewed portfolios, etc.) [Policy 4.6.4].

Analyze strengths and weaknesses in your teaching, particularly those identified by peers and students. Explain how you have demonstrated continuous improvement of EKU's learning environments.

Additional questions to consider:

1. Describe typical teaching load and duties reassigned in lieu of teaching (e.g., administrative duties, reassignment for research, etc.).
2. Discuss other duties relevant to teaching (e.g., laboratory supervision, supervision of student teaching, supervision of students in studios, etc.). Indicate which are performed for teaching credit.
3. Provide examples of collaborating with colleagues in teaching (e.g., team teaching, class observations, course revisions, new course/program proposals, presentations, etc.).
4. List what you have done to promote professional growth in the area of your teaching assignment to improve command of the subject and to improve teaching practices (e.g., participation in courses, conferences, and workshops; reading; professional learning communities, etc.).
5. List recognitions, awards, commendations, etc., you have received for your teaching.
6. List evidentiary documentation you have provided relevant to teaching in support of this application.

Reference relevant evidentiary documentation within the narrative.

Recommended maximum length: 5-8 pages, single-spaced, 10-point font, 1-inch margins.

Scholarly/Creative Achievements

Provide information, explanation, and assessment of your scholarly/creative achievements during the review period. Applications for tenure and promotion will use the longest review period. If credit for prior service applies to tenure or promotion, per written agreement at the time of hire, clearly indicate places and dates for prior service appropriately. Your narrative should address the criteria for scholarly/creative achievements established by your department and college promotion and tenure policies as well as university policy 4.6.4, Tenure and Promotion.

Instructions

List scholarly and/or creative achievements using an appropriate form of citation. Indicate if a publication or presentation was refereed, if a performance was by special invitation or a juried process recognized in the discipline, if a technical innovation or product was selected for use by professionals, or if some other jurying process applies. List proposals for grants to support scholarly/creative activity. Indicate any co-author, proposal title, funding source, amount requested, and whether or not the proposal was funded.

Provide a narrative assessment of your scholarly/creative achievements. Focus on the following categories: publications, public performances/exhibits, and technical innovations; on-going scholarly/creative achievements; your professional relationships with colleagues and students relevant to scholarly/creative achievements; other matters relevant to scholarly/creative performance.

Explain and analyze the significant aspects of your achievements. As needed, clarify achievements that may not be familiar to committee members, such as the type of journal (e.g., regional, national, international); the audience for performances, presentations, speeches; the importance of a performance, publication, technical innovation or product; the scope and complexity of the proposal; etc.

Reference relevant evidentiary documentation within the narrative.

Recommended maximum length: 5 pages, single-spaced, 10-point font, 1-inch margins.

Service

Provide information, explanation, and assessment of your service during the review period. Applications for tenure and promotion will use the longest review period. If credit for prior service applies to tenure or promotion, per written agreement at the time of hire, clearly indicate places and dates for prior service in the appropriate place provided below. Your narrative should address the criteria for service established by your department and college promotion and tenure policies as well as university policy 4.6.4, Tenure and Promotion.

Instructions

Indicate your role (e.g., member, chair, secretary, etc.), the service, and the term of participation. Put NA if a section is not applicable.

1. List department-level service (e.g., committees, special service projects, administrative duties, faculty workshops, etc.).
2. List college-level service (e.g., committees, special service projects, administrative duties, etc.).
3. List university-level service (e.g., committees, special service projects, administrative duties, recruitment, etc.).
4. List service to the profession (e.g., membership and leadership in professional organizations, participation on a task force, etc.).
5. List professionally related community service (e.g., contributions to community groups, business, government, education; continuing education programs; special service projects; consulting, etc.).
6. List proposals you have developed to gain funds for use in service activities. Indicate proposal title, any co-authors, funding source, amount requested, and whether or not the proposal was funded.
7. List recognitions, awards, commendations, etc., you have received for your service.
8. List other relevant service (e.g., advising, other assistance to students).
9. List documentation you have provided relevant to service in support of this application.

Provide a narrative assessment of your service. Discuss your service to the university, service to the profession, service to the community; your professional relationships with colleagues and students in relation to service; and other matters relevant to your service. Focus on the particularly significant aspects of your service and clarify the nature and extent of your contribution. Provide useful information and explanation, keeping in mind that readers may be unfamiliar with the activity, program, etc.

Reference relevant documentation within the narrative.

Recommended maximum length: 3 pages, single-spaced, 10-point font, 1-inch margins.