

## PROMOTION DATA SHEET

1. Name \_\_\_\_\_  
   (Last)  (First)  (Middle)

2. Date \_\_\_\_\_  
   (Month)  (Day)  (Year)

3. Present rank \_\_\_\_\_

4. Date present rank was assigned \_\_\_\_\_

5. Date first employed at TTU \_\_\_\_\_

6. Has service been continuous since appointment? yes \_\_\_ no \_\_\_

7. If employment has not been continuous, show how service has been broken. (For this and the following items, attach separate sheets if necessary.)

8. Curriculum Vita (to minimally include Education, Prior Teaching Experience, other Professional Experience, Presentations and Publications\*, Honors and Recognitions, Funding Endeavors/Status\* and Consulting and Professional Service Activities\*)

9. Student evaluations (most recent first)\*\*

10. Grade distribution reports (most recent first)\*\*\*

11. Form P4\* (most recent first)

12. Form P5\* (most recent first)

13. Other relevant information (this section may need its own Table of Contents which will vary from faculty to faculty)

\*For the last 5 years or from initial employment, whichever is the shorter period.

\*\*For at least one term each year in all classes for each of the previous 5 years or from initial employment, whichever is the shorter period if Professorial or Instructor rank. For all courses if Lecturer rank or tenure-track.

\*\*\*For all classes submitted for evaluation as part of the promotion process. See \*\* above.