

Documents to Submit to Tenure/Promotion Review Committee Chair

Tenure-Track Review (Years 1-5):

- T3 Tenure Data Sheet – cumulative since date of hire until present
- Agreement on Responsibilities – submit most recent AOR; signed and dated by you and your supervisor
- Faculty Annual Activity Reports – submit most recent; should cover activity since last submission, so maybe last year and Jan.-Oct. of current year.

Tenure and/or Promotion:

- Return signed T6 form to Chair (for LSP), or Dean (for Librarians)
- List of names and contact information for letters of recommendation from Department/Unit Peers, Immediate Supervisor, and Non-Peer Evaluators (due Sept. 15th)
- T3 Tenure Data Sheet – cumulative since date of hire until present (due Oct. 15th)
- Agreement on Responsibilities (AOR) – submit most recent last 4 or 5 years, or since initial employment for application for tenure and/or promotion, signed and dated by you and your supervisor (due Oct. 15th)
- Faculty Annual Activity Reports – submit most recent last 4 or 5 years, or since initial employment for application for tenure and/or promotion (due Oct. 15th)

Eligibility for Promotion:

- Refer to Policy 206 Faculty Promotion found at:
TTU > Faculty & Staff > Faculty Handbook > Tenure and Promotion > Faculty Promotion

Eligibility for Tenure:

- Refer to Policy 206 Faculty Promotion found at:
TTU > Faculty & Staff > Faculty Handbook > Tenure and Promotion > Academic Tenure
- Faculty member may apply for tenure only once, either in their 5th or 6th year.