



INSTRUCTIONS TO PROMOTION AND/OR TENURE APPLICANTS

1. The Application Format for Requesting Promotion and/or Tenure is a guide for organizing the application. Please follow this outline. See instructions below for appendices. Consult with your department, college, and University PRT chairs during the application process.
2. Applicants may include supplemental information in appendices at the back of the application so long as they conform to any Department or College PRTC requirements. Each promotion and/or tenure application, with all supporting material, will continue to the next level of review unless an applicant formally withdraws from the PRT process as noted on the PRT Calendar.
3. Applications should contain only materials that meet requirements for tenure and/or promotion established by departments, colleges, the University, and those outlined in the *Faculty Handbook*. Applicants for Full Professor may only submit material from the previous five (5) years in rank. Material produced prior to employment at ASU must be listed separately in an appendix. Materials produced before the last promotion but outside the last five years in rank may be included in an appendix. (See *Faculty Handbook*, section III.B.3. *Promotion, Retention, and Tenure Operational Procedures*)
4. The University Promotion, Retention, and Tenure Committee (UPRTC) strongly recommends that any person who is requesting promotion/tenure should not serve on the college or university PRT committees, and where possible, should not serve on the department PRT committee.
5. Faculty applying for tenure and/or promotion must submit their application as a single electronic copy transmitted to the chair of their department PRT committee. The applicant should complete the top portion of the Summary of Recommendations included at the front of the application form. Applicants should see their department or college PRT Committee chairs for information on electronic submission.
6. Applicants should submit one (1) hard copy of their complete application to the Office of the Provost to fulfill record keeping requirements established in the *Faculty Handbook*. Contact Alyssa Wells at awells@astate.edu for more information.



7. Applicants should not cite in section VII of the Promotion/Tenure Application the following. These should be cited in section IX., d. under Optional Activities.
 - a) Articles not accepted for publication
 - b) Articles submitted for publication
 - c) Grants not funded
 - d) Work in progress
8. Applicants may include works "In Press" as publications produced. PRT Committees will count an article as "In Press" if the applicant has submitted with the application a signed letter or other verifiable communication (such as an email) from the journal editor or book publisher stating that the candidate's work:
 - a) has been accepted in its final form;
 - b) requires no further revisions; and
 - c) will appear in print by (date).
9. Cite "In Press" works that meet the above criteria under items VII. a. 3. and IX as outlined in the Application Format. Applicants may include works "Accepted for Publication" in this section. Publications that are not "In Press" but have been accepted with or without minor modifications can be included with appropriate documentation similar to that provided for "In Press" articles.
10. Applicants may include letters, from outside professional evaluators and copies of reviews of applicants' published works or those in press and/or professional activity in an appendix.
11. Applicants should indicate any service and/or research that was compensated from some source external to the university.
12. An additional level of review will be applied to applications for applicants that teach professional education courses in the Education Preparation Provider (EPP) unit in academic units other than the College of Education and Behavioral Science. This level of review is detailed in the EPP (Unit) Governance Handbook document on pages 11-13, and that document can be found at the following web address:
<https://www.astate.edu/college/education/Educator-Preparation-Provider/>