

**BRADLEY UNIVERSITY
TENURE/PROMOTION TRANSMITTAL FORM**

Name _____

College or
Administrative Unit _____

Application for

TENURE	PROMOTION
Initial Appointment Date	Current Rank
Credit for Prior Service (years)	Current Rank Appointment Date
	If Tenured, Date Awarded
Extensions Granted (years)	Application for:
Required Tenure Review Date	Assistant Professor
	Associate Professor
	Professor

RECOMMENDATIONS						
	TENURE		PROMOTION		REQUIRED NOTIFICATION (faculty, chair, committee, etc.)	
	Yes	No	Yes	No		
					Specify	Date
Department Committee	____	____	____	____		
	(Record vote)		(Record vote)			
Department Chair	____	____	____	____		
College Committee (if required by college)	____	____	____	____		
	(Record vote)		(Record vote)			
Dean	____	____	____	____		
Provost	____	____	____	____		

SUBMISSION BINDER

Transmittal Section

Transmittal Form

Table of Contents

Letter or Forms (where required) From:

- Nominator and/or applicant
- Department committee
- College committee
- Dean
- Provost

Addendum/Responses/Rebuttals

External Review (as applicable)

- Illinois Statute
- Brief description of department and college processes used
- Lists of reviewers (and relationship to nominee)
- Request letter to external reviewers
- Review letters

Submission Section

Departmental and College Tenure and Promotion Guidelines

Vita/Resume

Annual Evaluations

- Tenure (since initial appointment)
- Promotion (since appointment to current rank or last five (5) years whichever is longer)

Documentation Relating to Teaching (EXAMPLES)

- Summary of teaching evaluations
- Summary of student advising activities
- Curricular development/innovations
- Student projects, thesis, research, etc.
- Awards
- Others as required by college and department

Documentation relating to research, scholarship, and/or creative activity (EXAMPLES)

- Publications/patent listing
- Presentations (peer reviewed)
- Grant awards/submissions
- Awards
- Other

Documentation relating to service (EXAMPLES)

- Committees (department, college, university)
- Professional activity
- Other

SUPPORTING BINDER
(if desired/requested)

- Cover page
- Table of contents
- Teaching evaluations, etc.
- Published research, creative activity portfolio, etc.
- Service activity, etc.
- Other