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## **INSTRUCTIONS TO PROMOTION AND/OR TENURE APPLICANTS**

1. The *Application Format for Requesting Promotion and/or Tenure* is a guide for application organization. Please follow this outline for organization. The *Application Format for Requesting Promotion and/or Tenure* is not intended for direct use.
2. Copies of articles and other professional productivity should not be included in the application.
3. Applications should contain only material produced since the last promotion. Material produced prior to employment at ASU must be listed separately. Materials produced before the last promotion may be included in the appendix.
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 both tenure and promotion must submit their application as a single hard copy that includes the Summary of Recommendations attached to the front and in electronic form. Applicants should see their department or college PRT Committee chairs for information on electronic submission.
6. Each candidate must submit the one (1) hard copy and the electronic version of the application to the Department PRTC ensuring that both are precisely the same in all respects.
7. The *Summary of Recommendations* sheet should be attached to the front of the single hard copy of the application.
8. 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
9. Applicants may include works "In Press" as publications produced. To have a book or an article counted as "In Press," the applicant **must submit** with the application a signed letter 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).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 "teacher ed" courses in academic units other than the College of Education. This level of review is detailed in the Professional Education Governance document on pages 9-11 and that document can be found at the following web address: [http://education.astate.edu/education/Professional\\_Education\\_Unit.htm](http://education.astate.edu/education/Professional_Education_Unit.htm).