

To Candidate - Please read separate instructions for completing this application

I. Cover Sheet

FACULTY NOMINATION FORM

Candidate's Name: _____
Typed

This is to certify that I have read the 19__ - __ TENURE/PROMOTION SUPPLEMENT in its entirety and fully understand the requirements for _____TENURE _____ PROMOTION.

Candidate's Signature: _____
Date: _____

Candidate's Current
Mailing Address: _____
Number & Street

City State Zip

CANDIDATE'S INFORMATION

Page

- I. Cover Sheet
- II. Identifying information
- III. Teaching Related Activities
- IV. Research and Other Creative Activities
- V. Service
- VI. Other University Activities
- VII. Honors, Awards, and Fellowships

EVALUATION MATERIALS

- I. Department Evaluation Committee Report
- II. Tenured Faculty Vote (Tenure only)
- III. Departmental Chair Evaluation
- IV. College Personnel Committee Evaluation Forms
- V. Dean's Comments and Recommendations
- VI. University Personnel Committee

APPENDICES

Appendix 1 - Chair's Annual Evaluation Summaries, AA-17.

Appendix 2 - Student Evaluation Summaries - Tenure -

submit summaries of student evaluations for the last three years; however, it is recommended that for the last year summaries of all available student evaluations be provided.

Promotion - since last promotion

Appendix 3 - Copies of letters sent to outside reviewers and their responses. (Professional resume sent to outside reviewers should be placed as the first item in your dossier.)

Appendix 4 - Verification of tenure credited at time of UCF employment.

Appendix 5 - Justification when usual criteria have not been met.

Appendix 6 - List of optional pertinent materials - See Instructions.

FACULTY NOMINATION FORM

PROMOTION ()

Faculty Member

TENURE ()

Proposed Rank: _____

Date: _____

II. Identifying Information

A. College & Academic Department: _____

B. Highest earned degree & date: _____

C. Tenured at UCF? YES () NO () Pending ()

D. Current Assignment: _____

E. Professional Employment History (list in reverse chronological order.)

UCF

<u>Rank</u>	<u>Dates</u>	
	<u>From</u> <u>Mo/Yr</u>	<u>To</u> <u>Mo/Yr</u>

<u>Other</u>						
<u>Dates</u>	<u>Length of</u>	<u>Credited</u>	<u>Tenure Yrs.</u>			
<u>From</u> <u>To</u>	<u>Service</u>	<u>Years of</u>	<u>of Credit</u>			
<u>Mo/Yr</u> <u>Mo/Yr</u>	<u>(Years)</u>	<u>Tenure</u>	<u>at UCF</u>	<u>Position</u>	<u>Employer</u>	

Evaluation must be based on assigned activities and on current and prior annual evaluations. However, faculty members may be credited for meritorious activities accomplished in addition to assigned duties. Preface each assigned activity with an asterisk.

Years of tenure credited at time of employment at UCF must be verified in writing (Appendix 4)

III. Teaching Related Activities

- A. List courses taught at UCF
- B. List services rendered at area campuses or at off-campus locations.
- C. Independent Study, Thesis, Research Supervision (list titles, nature of research, and credit hours)
- D. Course Laboratory Development
- E. Counseling and Advisement Activities
 Typical Number of Advisees: _____
- F. Other (Supervision of Interns may be included)

IV. Research & Other Creative Activities Candidates choosing to list in addition to assigned activities, work performed for outside employers, must indicate level of work. Do not include dissertations. Clearly identify significant publications.

A. Books published:

<u>Title</u>	<u>Co-Author(s) (if any)</u>	<u>Publisher</u>	<u>Date of Public.</u>	<u>No. of Pages</u>	<u>No. of Adoption</u>
--------------	----------------------------------	------------------	----------------------------	-------------------------	----------------------------

B. Published articles in Professional Journals.
Indicate whether or not acceptance of paper was contingent upon prior peer review and whether the sponsoring organization was national, regional or local.

C. All other professional published works and dates of those accomplishments.

D. Professional papers presented.
Indicate whether or not acceptance of paper was contingent upon peer review and whether the sponsoring organization was national, regional or local.

E. Other professional work in process.

F. Grant Activity.

<u>Title of Grant</u>	<u>Agency</u>	<u>Amount Requested</u>	<u>Amount Funded</u>
-----------------------	---------------	-------------------------	----------------------

G. Creative Activity

H. List other Publications or Independent Research

V. Service

A. University Committees

B. College & Department Committees

C. Professionally Related University Public Service

D. Membership - Professional Organizations

E. Service to Professional Organizations

F. Workshops, Conferences, Institutes, and Seminars (specify nature of participation)

H. Service to Public Schools

I. Other

VI. Other University Activities

A. Administration

B. Other

VII. Honors, Awards, and Fellowships

EVALUATION MATERIALS

- I. Department Evaluation Committee Report
- II. Tenured Faculty Vote (Tenure only)
- III. Departmental Chair Evaluation
- IV. College Personnel Committee Evaluation Forms
- V. Dean's Comments and Recommendations
- VI. University Personnel Committee

APPENDICES

Appendix 1 - Chair's Annual Evaluation Summaries, AA-17.

Appendix 2 - Student Evaluation Summaries - Tenure - submit summaries of student evaluations for the last three years; however, it is recommended that for the last year summaries of all available student evaluations be provided.
Promotion - since last promotion

Appendix 3 - Copies of letters sent to outside reviewers and their responses. (Professional resume sent to outside reviewers should be placed as the first item in your dossier.)

Appendix 4 - Verification of tenure credited at time of UCF employment.

Appendix 5 - Justification when usual criteria have not been met.

Appendix 6 - List of optional pertinent materials - See Instructions.