



## Application for Promotion and Tenure

### Section 1: Applicant's Statement of Qualification

Include a letter stating why a promotion is warranted.

### Section 2: Promotion Track Designation, Degree Information and Additional Coursework

PROMOTION TRACK DESIGNATION				
NAME		DEPARTMENT		
APPLYING FOR PROMOTION TO RANK OF		ANTICIPATED EFFECTIVE DATE OF PROMOTION	August ____	PAGES
PRESENT RANK AT NEW RIVER		EFFECTIVE DATE OF PRESENT RANK		
PREVIOUS RANK AT NEW RIVER		EFFECTIVE DATE OF THIS RANK		
OTHER		EFFECTIVE DATE OF THIS RANK		
OTHER				
OTHER				

(Include a letter in the Section 9 Addendum, from the Office of Human Resources verifying the applicant has the required time-in-rank for promotion.)

I hereby authorize the Promotion and Tenure Committee and administrators of New River Community and Technical College who are involved in the promotion and tenure recommendation and/or decision-making procedure to have access to my college or university transcripts, as well as any evaluation of my professional performance made by students or administrative personnel, and other materials that I may provide on an item-by-item basis. This authorization is granted for the purpose of conducting a promotion review by New River Community and Technical College's multiple-campus Promotion and Tenure Committee, and administrators.

\_\_\_\_\_  
Original Ink Signature of Faculty Member

\_\_\_\_\_  
Date Signed

**DEGREE INFORMATION**

Official documentation for all degree work included in this application must be received in the College's Human Resources Office by June 15 of the year the promotion application was submitted to be applicable for this promotion application.

Legible copies of college transcripts with degree awarded must be included in the addendum with corresponding page numbers noted in the last column.

HIGHEST DEGREE EARNED		YEAR EARNED		
SUBJECT MATTER FIELD				
INSTITUTION GRANTING DEGREE				

OTHER DEGREE EARNED		YEAR EARNED		
SUBJECT MATTER FIELD				
INSTITUTION GRANTING DEGREE				

OTHER DEGREE EARNED		YEAR EARNED		
SUBJECT MATTER FIELD				
INSTITUTION GRANTING DEGREE				

OTHER DEGREE EARNED		YEAR EARNED		
SUBJECT MATTER FIELD				
INSTITUTION GRANTING DEGREE				

<b>ADDITIONAL COURSEWORK</b> ( <i>LIST MOST RECENT FIRST</i> )	CREDIT HOURS	INSTITUTION	YEAR	PAGE

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)

### Section 3: Additional Teaching Experience (full and part time)

<b>OTHER FULL-TIME TEACHING EXPERIENCE</b> ( <i>LIST MOST RECENT FIRST</i> )	FROM — TO	TEACHING AREA

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)

<b>PART-TIME TEACHING EXPERIENCE</b> ( <i>LIST MOST RECENT FIRST</i> )	FROM — TO	TEACHING AREA

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)

### Section 4: College and Community Service

Supporting documentation of **Institutional Service, Department Service, and Community Service Activities** must be included in the addendum with the corresponding page numbers noted in the last column.

<b>NEW RIVER CTC INSTITUTIONAL SERVICE</b> <b>DURING PAST 3 YEARS</b> ( <i>LIST MOST RECENT FIRST</i> )	FROM — TO	OFFICER, MEMBER, OTHER	PAGE

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)

<b>NEW RIVER CTC DEPARTMENT SERVICE</b> <b>DURING PAST 3 YEARS</b> ( <i>LIST MOST RECENT FIRST</i> )	FROM — TO	OFFICER, MEMBER, OTHER	PAGE

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)

<b>COMMUNITY SERVICE ACTIVITIES DURING PAST 3 YEARS</b> <i>(LIST MOST RECENT FIRST)</i>	COMPENSATION [YES OR NONE]	FROM — TO	LOCAL, STATE, NATIONAL	PAGE

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)

### Section 5: Awards, Recognition, and Professional Activities

Supporting documentation of **Awards, Recognition and Professional Activities** must be included in the addendum with the corresponding page numbers posted in the last column.

<b>AWARDS OR RECOGNITION RECEIVED DURING PAST 3 YEARS</b> <i>(LIST MOST RECENT FIRST)</i>	DATE	OTHER	PAGE

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)

<b>PROFESSIONAL ACTIVITIES DURING PAST 3 YEARS</b> <i>(LIST MOST RECENT FIRST)</i>	COMPENSATION [YES OR NONE]	FROM — TO	LOCAL, STATE, NATIONAL	PAGE

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)

### Section 6: Required Observations, Evaluations, and Peer Recommendations

Include all letters of recommendation in Section 9: Additional Supporting Documentation

<b>OBSERVATIONS</b> <i>(ENTER NAME IN FIRST COLUMN; TITLE IN SECOND)</i>	DATE	OBSERVER	PAGE

<b>DEAN'S EVALUATION</b> <i>(FACE-TO-FACE MEETING)</i>	DEAN	PAGE



**SAMPLE COURSE SYLLABI LIST**

COURSE SYLLABI FROM THE MOST RECENT TWO CONSECUTIVE SEMESTERS PRIOR TO APPLYING SHOULD BE INCLUDED IN THE ADDENDUM.

SEMESTER/YEAR	COURSE ID	COURSE TITLE	MODALITY	PAGE RANGE

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)

**Section 8: Exceptions**

<p>EXCEPTIONS If there are any of the established College criteria for promotion you do not meet and you desire that an exception be made, list the criteria and supportive reasons below.</p>

**Section 9: Additional Supporting Documentation**  
Include actual documentation in the addendum with corresponding page numbers noted in the last column

ADDITIONAL SUPPORTING DOCUMENTATION LIST	CATEGORY	NAME	PAGE

(For an additional row simply tab when your cursor is in the last column of the row and the table will automatically add a new row.)