



THE UNIVERSITY *of* NEW ORLEANS

Instructions for Tenure and Promotion Application Form

Due in Academic Affairs: April 9

Applications to Departments: **December 1**

Applications to Colleges: **February 9**

Applications to Deans: **March 9**

CANDIDATE

The candidate shall complete the following:

- Tenure and Promotion Application Form.
- A narrative of Goals and Accomplishments during the reappointment process. This includes the three areas of review: (a) instruction and instructional-related activities, (b) research, scholarship, and creative activity, and (c) service to the university, community, or profession. A typical description is 3-4 pages.
- Curriculum vitae from Faculty 180.
- Supplemental documentation with references and clear explanations. The supplemental documents shall remain in the Dean's office unless requested by Academic Affairs.

DEPARTMENT RTP COMMITTEE

The Department RTP Committee shall review the candidate's submission and critically analyze and evaluate the candidate's performance in accordance with the criteria established in the Department.

The committee's recommendation is included on the candidate's Tenure and Promotion Application Form.

DEPARTMENT CHAIR

The Department Chair shall review the candidate's submission and critically analyze and evaluate the candidate's performance in relation to the criteria of the Department.

The Department Chair writes an independent evaluation of the candidate, agreeing or disagreeing with the Department RTP Committee.

If the Department Chair does not have a rank higher than or equal to the rank for which a candidate is being considered, the Associate Dean assumes the role of Department Chair.

If the Candidate is the Department Chair, the Associate Dean should evaluate.

COLLEGE RTP COMMITTEE

The College RTP Committee evaluates the candidate's file in accordance with criteria established by the Department, College and University.

The College RTP Committee prepares and forwards its own independent recommendation to the College Dean.

COLLEGE DEAN

The College Dean ensures that all evaluations are carried out in accordance with Department, College and University policies.

The College Dean provides an independent recommendation to the Provost on the Tenure and Promotion Application Form.

PROVOST

The Provost reviews the candidate's file, including all prior evaluations, and makes a recommendation.

PRESIDENT

The President has the authority to make final decisions for the University with respect to reappointment, tenure, and promotion.

Details may be found in the *Procedures and Criteria for the Recommendations on Faculty in Reappointment, Tenure and Promotion (RTP) Process* document.