

Checklist for Promotion/Tenure Application Cover Sheet

Faculty applicants, their departments, and colleges/divisions are recommended to use this checklist as a guide to make sure the information for each application's tenure/promotion cover sheet is entered appropriately.

Check	Cover Sheet Items of Tenure/Promotion Application
	1. Current cover sheet for tenure/promotion downloaded from the Provost's Office website was used to complete the application.
	2. <i>Applicant's Name</i> is spelled out fully as Firstname Middle Initial Lastname, as it appears in hiring, payroll and official university documents.
	3. <i>Present Rank</i> is checked appropriately.
	4. <i>Application for the rank of field</i> is checked appropriately.
	5. <i>Application for tenure</i> field is checked appropriately.
	6. <i>Effective Date of Tenure/Promotion</i> must be entered in mm/dd/yyyy format and it should be the date when tenure/promotion becomes effective if and when approved. It is usually 8/16/YYYY for those on 9-month appointments and 7/1/YYYY for those on 12-month appointments where YYYY is the particular calendar year.
	7. <i>Exact Start Date of NIU Employment</i> as a full-time employee of NIU must be entered in mm/dd/yyyy format. This start date can include any full-time employment at NIU.
	8. <i>Number of Years of Service at NIU</i> must include the current academic year when the tenure/promotion application is reviewed at the university level. These service years can include all service as a full-time employee of NIU.
	9. <i>Number of Years in present rank at NIU</i> must include the current academic year when the tenure/promotion application is reviewed at the university level. The years must be only in the faculty rank of Assistant, Associate or Professor.
	10. <i>Number of Years of full-time college-level teaching prior to NIU</i> only in the faculty rank of Assistant, Associate or Professor must be entered as years and the <i>Rank</i> should be entered as Assistant, Associate or Professor only. Do not enter full-time teaching experience as instructor, visiting faculty or other classifications before joining NIU.
	11. <i>This is an early application</i> field must be appropriately checked. If Yes is checked, the justification for early tenure/promotion must be included in Part II documentation and dean's letter to the Provost.
	12. <i>This is a short-track application</i> field must be appropriately checked. If Yes is checked, a statement that the applicant was hired on short-track and the duration of the track must be included in Part II documentation.
	13. <i>Recommend</i> and <i>Deny</i> fields for promotion/tenure must be checked as appropriate at all levels of tenure/promotion review.
	14. <i>Signatures</i> must be entered as appropriate for all levels of review.