

APPENDIX C – NSHE Tenure Application Form

To be Submitted during the Fourth Year of Probationary Period

Name: _____ Present Range: _____

Present Title: _____ Date of Present Range: _____

Institution: _____

Department: _____

School: _____

RECOMMENDATION FOR TENURE:

To be effective: _____

Date Hired: _____

Number of years credit given for probation, including the current academic year: _____

PERSONAL DATA

To be completed by the faculty member. Please stay within the margins for binding purposes.

1. Degrees, Dates, and Institutions Where Earned:

2. Employment History:

3. Summary of Primary Job Responsibilities:

4. Summary of Professional Development Activities:

5. Summary of Service to the College or Community:

EVALUATION

To be completed by the Supervisor, using the criteria contained in the NSHE Code, CSN Tenure Policy, and CSN Faculty Evaluation Policy.

6. Evaluation of effectiveness in performing Primary Job Responsibilities.

___ Excellent ___ Commendable ___ Satisfactory ___ Unsatisfactory

Comments:

7. Evaluation of Professional Development Activities.

___ Excellent ___ Commendable ___ Satisfactory ___ Unsatisfactory

Comments:

8. Evaluation of Service to the College or Community.

___ Excellent ___ Commendable ___ Satisfactory ___ Unsatisfactory

Comments:

Evaluator: Name – Please Print

Signature

Date

EVALUATION

To be completed by the Dean or appropriate administrator.

9. Comments relative to foregoing recommendation:

Evaluator: Name – Please Print

Signature

Date

To be completed by the President.

President: _____

Signature

Date

Report and Recommendation on _____ Applicant: _____

Supervisor Section:

Supervisor Recommendation: Should the candidate be awarded tenure?

Yes _____

No _____

Comments:

Supervisor: _____
Signature Date

Dean Section:

Dean Recommendation: Should the candidate be awarded tenure?

Yes _____

No _____

Comments:

Dean: _____
Signature Date

Candidate Section:

My signature below confirms I have read this form. I understand, according to the NSHE Code, Title 2, Chapter 4, Section 4.4.5, if I have been denied tenure, I am entitled to be informed of the reasons for, and to the reconsideration of such denial, as provided in Subsections 5.2.3 and 5.2.4 of the NSHE Code.

Candidate's Signature: _____ Date: _____