

# APPLICATION COVER SHEET for PROMOTION and/or TENURE

|              |           |        |                    |
|--------------|-----------|--------|--------------------|
| APPLYING FOR | PROMOTION | TENURE | PROMOTION & TENURE |
|--------------|-----------|--------|--------------------|

|  |            |  |                    |                             |
|--|------------|--|--------------------|-----------------------------|
| FIRST & LAST NAME  |            |  |                    |                             |
| TYPE YOUR NAME & CREDENTIALS AS YOU WISH THEM TO APPEAR IN PRINT |            |  |                    |                             |
| COLLEGE or AREA  |            |  |                    |                             |
| SCHOOL or DEPT   |            |  |                    |                             |
| ROSTER   |            |  |                    |                             |
| HIGHEST DEGREE EARNED  |            |  |                    |                             |
| AREA of STUDY  |            |  |                    |                             |
| DATE of DEGREE AWARD   |            |  |                    |                             |
| AWARDING INSTITUTION   |            |  |                    |                             |
| BSU EMPLOYMENT START DATE  |            | PROBATIONARY START DATE (IF UNTENURED) |                    | TENURE DATE (IF APPLICABLE) |
| CURRENT RANK   |            |  | DATE RANK ASSIGNED |                             |
| APPLYING TO THE RANK   |            |  |                    |                             |
| FORMAT OF APPLICATION  | LINKED PDF | SHARED DIGITAL FOLDER                  | D2L SHELL          | HARD COPY                   |

## DIGITAL APPLICATION PACKETS MUST BE ACCESSIBLE TO THE FOLLOWING PEOPLE:

|                             |                                  |                                      |
|-----------------------------|----------------------------------|--------------------------------------|
| SUPERVISOR/DEAN & ASSISTANT | PROVOST JACOBSON & SABRINA WILLE | PRESIDENT HOFFMAN & JENNIFER JOHNSON |
|-----------------------------|----------------------------------|--------------------------------------|

- **DO NOT REVISE ORIGINAL APPLICATION DOCUMENTS ONCE THEY ARE SUBMITTED TO THE SUPERVISOR/DEAN.**
- **SUBMIT ADDITIONAL MATERIALS OR EDITED MATERIALS AS *ADDENDUMS* TO THE ORIGINAL APPLICATION.**
- **LABEL EACH *ADDENDUM* WITH THE APPLICANT NAME & SUBMISSION DATE**

## APPLICANTS WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION IF IT IS NOT FOUND IN THE APPLICATION:

|  |           |  |                 |   |
|--|-----------|--|-----------------|---|
| APPLICATION COVER SHEET                                  | CV/RESUME | NARRATIVE  | MOST RECENT PDR | SUPERVISOR/DEAN'S RESPONSE TO PDR   |
| FACULTY REPLY TO SUPERVISOR/DEAN'S PDR RESPONSE (IF ANY) |           | SUPERVISOR/DEANS'S RESPONSE(S) TO PAST PDP-PDR'S |                 | DEPT / CHAIR RECOMMENDATION(S) + AVAILABLE EVIDENCE OF DEPT TENURE/PROMOTION VOTE OR NOMINATION PROCESS |

|                     |      |
|---------------------|------|
| APPLICANT SIGNATURE | DATE |
|---------------------|------|

## APPLICATION & DOCUMENTATION MUST BE RECEIVED BY SUPERVISOR/DEAN NO LATER than JANUARY 31, 2026.

## BY SIGNING BELOW, THE SUPERVISOR/DEAN AFFIRMS THE FOLLOWING STATEMENTS:

- A SIGNED COPY OF THE SUPERVISOR/DEAN'S RECOMMENDATION LETTER HAS BEEN FORWARDED TO THE PROVOST'S OFFICE.
- ANY & ALL APPLICANT RESPONSES TO RECOMMENDATIONS FOR THIS APPLICATION HAVE BEEN FORWARDED TO THE PROVOST'S OFFICE.
- THE FACULTY INFORMATION ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

|                           |      |
|---------------------------|------|
| SUPERVISOR/DEAN SIGNATURE | DATE |
|---------------------------|------|

THE FULLY SIGNED COPY OF THIS FORM IS SENT TO THE ACADEMIC AFFAIRS OFFICE BY THE SUPERVISOR'S/DEAN'S OFFICE

## 2025-2026 PROMOTION REQUEST TIMELINE

## 2025-2026 TENURE REQUEST TIMELINE

|   |                |   |   |                |
|---|----------------|---|---|----------------|
| Submission of Promotion File & PDR to Department via Chair  | 01-09-26<br>** | Dept Review<br>(Chair Coordinates)                                  | Submission of Tenure File & PDR to Department via Chair   | 01-09-26<br>** |
| Department / Chair proposed recommendation to Faculty   | 01-23-26       |   | Department / Chair proposed recommendation to Faculty   | 01-23-26       |
| Promotion File & PDR forwarded to Dean/Supervisor<br>Include Dept Recommendations & Faculty Response (if any)   | 1-31-26<br>*   | Dean / Supervisor Review  | Tenure File & PDR forwarded to Dean/Supervisor<br>Include Dept Recommendations & Faculty Response (if any)  | 1-31-26<br>*   |
| Dean proposed Promotion Recommendation to Faculty   | 02-27-26       |   | Dean proposed Tenure Recommendation to Faculty  | 02-27-26       |
| Faculty meeting with Dean/Supervisor<br>Optional  | 03-6-26        |   | Faculty meeting with Dean/Supervisor<br>Optional  | 03-06-26       |
| Promotion File forwarded to VP<br>Include Dean Recommendation & Faculty Response (if any)   | 03-16-26       | Vice President Review   | Tenure File forwarded to VP<br>Include Dean Recommendation & Faculty Response (if any)                      | 03-16-26       |
| VP proposed Recommendation to Faculty   | 04-17-26       |   | VP proposed Recommendation to Faculty   | 04-17-26       |
| Faculty meeting with VP<br>Optional   | 04-24-26       |   | Faculty meeting with VP<br>Optional   | 04-24-26       |
| Promotion File forwarded to President<br>Include VP Recommendation & Faculty Response (if any)  | 05-01-26<br>*  | President Review  | Tenure File forwarded to President<br>Include VP Recommendation & Faculty Response (if any)                 | 05-01-26<br>*  |
| President's decision sent to Faculty<br>Copy of decision & documents to Personnel File  | 06-15-26<br>*  |   | Applicants receiving a denial shall be invited to set a meeting date with President prior to decision date. | 05-08-26       |
| Faculty may request meeting with President following denial of Promotion  | 10-09-26       |   | President's decision sent to Faculty<br>Copy of decision & documents to Personnel File                      | 06-15-26<br>*  |
| <b>A complete Promotion &amp;/or Tenure Package will eventually include:</b><br><b>1. Application &amp; Supporting Documentation.</b><br><b>2. All required Recommendations from Dept, Chair, Supervisor/Dean and VP.</b><br><b>3. Any written Faculty Responses to Recommendations made by the Dept, Chair, Supervisor/Dean, &amp; VP which were submitted as addendums to the original application.</b> |                |   | Faculty may request meeting with President following denial of Tenure                                       | 1-15-27<br>*   |
|   |                | * Contractual Date  |   |                |
|   |                | ** First Friday Duty Day of Spring Semester                         |   |                |
|   |                | See Article 25 in the IFO-MNSCU Master Agreement for further detail |   |                |