BEMIDJI

2026-2027

COVER SHEET for PROMOTION and/or TENURE APPLICATION

APPLYING FOR	◯ PROMOTION	◯ TENURE	◯ PROMOTION & TENURE

FIRST & LAST NAME					
TYPE YOUR NAME & CREDENTIALS AS YOU WISH THEM TO APPEAR IN PRINT					
COLLEGE or DIVISION	-				
SCHOOL or AREA	-				
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 PORTFOLIOS 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 DOCUMENTS IF THEY ARE NOT INCLUDED IN THE APPLICATION PORTFOLIO:				**COORDINATE WITH THE COLLEGE ASSISTANT TO ENSURE THESE DOCS ARE ADDED OR ATTACHED TO YOUR PORTFOLIO:**
COVER SHEET	CV/RESUME	NARRATIVE	MOST RECENT PDR	DEPT / CHAIR RECOMMENDATION(S) + AVAILABLE EVIDENCE OF SCHOOL/PROGRAM VOTE OR NOMINATION PROCESS FOR APPLICANT'S TENURE/PROMOTION
SUPERVISOR/DEAN'S RESPONSES TO CURRENT & PAST PDRs & PDPs (since last promotion and/or tenure)		APPLICANT'S REPLY/REPLIES TO SUPERVISOR/DEAN'S PDR RESPONSE(S) (IF ANY)		

APPLICANT SIGNATURE	DATE

APPLICATION & DOCUMENTATION MUST BE RECEIVED BY SUPERVISOR/DEAN NO LATER than JANUARY 31, 2027.

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 DEAN'S OFFICE/SUPERVISOR IS RESPONSIBLE FOR SENDING THE SIGNED COPY OF THIS FORM TO ACADEMIC AFFAIRS.