

Application for Non-Tenure Track Faculty to Receive Tenure Track Status

Instructions to Faculty Member: The purpose of this application is to determine whether Non-Tenure Track faculty should be advanced to Tenure Track with the rank of Assistant Professor. After having completed three years of Salt Lake Community College (SLCC) service in a Non-Tenure Track position, a faculty member would be eligible to apply for Tenure Track status. Please complete and submit this form to your Associate Dean/Academic Administrator. The due date for this application is November 15.

Name: _____ Date: _____ Date of Hire: _____

Banner ID: _____ Department: _____

Professional Portfolio link: _____

Faculty Signature: _____ Date: _____

An application must include the following:

- 1) Portfolio—representing the last 2-3 years of your work.
- 2) Student evaluations from last year.
- 3) Three letters of recommendation from full-time Tenured or Tenure Track members of the department. If the department is smaller, fewer letters are acceptable. Additional letters from outside the department are acceptable.
- 4) A copy of any applicable evaluations.

Associate Dean/Academic Administrator Signature: _____ Date: _____

A recommendation letter from the Associate Dean/Academic Administrator must accompany the application.

Human Resources Signature: _____ Date: _____

Verification of funding and the transfer of position.

Instructions to the Dean: Upon review of the faculty member's professional portfolio and this application, indicate your recommendation regarding the candidate's application for Tenure Track status:

_____ Approve _____ Disapprove

Dean Signature: _____ Date: _____

1) If approved, the faculty member would be a first-year probationary period Tenure Track faculty member in the department. The College's tenure document states that: "Previous Successful Academic Service: up to three years of employment as a full-time faculty member—either temporary, tenure-track, or renewable—with full-time teaching responsibilities at an institution of higher education, years that, after application by the faculty member and review by the department Tenure Sitting Committee, and in consultation with the majority of the department faculty, may fulfill a part of the probationary period."

2) If approved or disapproved, compose a letter explaining the reasons and attach the letter to this application. Please submit a copy of the letter and this application to Human Resources (HR), Director of Faculty Services (AAB 201), to the faculty member and the division/department tenure file.