

ELIZABETH CITY STATE UNIVERSITY

Elizabeth City, North Carolina 27909

DIVISION OF ACADEMIC AFFAIRS

APPLICATION /RECOMMENDATION FOR APPOINTMENT/PROMOTION/TENURE FORM

Application/Recommendation for

(check appropriate category below)

_____ Appointment

_____ Promotion

_____ Tenure

_____ Promotion and Tenure

- A. Faculty (or Prospective Faculty) _____
- B. Department/Division _____
- C. Current Position/Title and Rank _____
- D. Proposed Position/Title and Rank _____
- E. Person Submitting/Recommending _____
- F. Date Submitted _____

FACULTY PROFILE

Date Completed: _____

A. EDUCATION/TRAINING/ACHIEVEMENTS

1. FACULTY NAME _____ DEPARTMENT/SCHOOL _____
2. YEAR HIGHEST DEGREE AWARDED _____ EXACT TITLE OF DEGREE _____
3. SPECIALITY AREA _____ MAJOR _____ MINOR _____
4. INSTITUTION AWARDDING DEGREE _____
5. IS THE INSTITUTION ACCREDITED? YES _____ NO _____: IF YES, BY WHAT AGENCY _____
6. BACHELOR DEGREE (DATE, INSTITUTION, MAJOR/MINOR; EXACT DETAILS REQUIRED)

7. MASTER DEGREE (DATE, INSTITUTION, MAJOR/MINOR; EXACT DETAILS REQUIRED)

8. OTHER TRAINING DEGREE(S) _____
9. PREVIOUS EMPLOYMENT (INSTITUTIONAL AND PROFESSIONAL; ALSO PROVIDE LENGTH OF EMPLOYMENT)
10. RELEVANT PROFESSIONAL EXPERTISE/SPECIAL ACHIEVEMENTS/SPECIAL HONORS AND AWARDS

B. CONTRIBUTIONS TO ECSU - TEACHING

11. FACULTY NAME _____ CURRENT POSITION/TITLE/RANK _____

12. INITIAL DATE OF EMPLOYMENT _____ TOTAL NUMBER OF YEARS WORKING AT ECSU _____

13. CHRONOLOGY OF EMPLOYMENT AT ECSU (BEGIN WITH FIRST AND CONTINUE TO CURRENT)

POSITION/TITLE	FACULTY RANK	TENURE TRACK YES/NO	DEPARTMENT	SOURCE OF SALARY	YEARS OF SERVICE
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A.

B.

C.

D.

14. PRIMARY DISCIPLINE AREA(S) ASSIGNED IN THE DEPARTMENT/SCHOOL _____

15. TEACHING DUTIES AT ECSU

A. COURSES IN HOST DEPARTMENT/SCHOOL THAT THE FACULTY HAS TAUGHT AT ECSU INCLUDING GE COURSES
(LIST COURSE NUMBER AND TITLE)

B. COURSES TAUGHT IN OTHER DEPARTMENTS/SCHOOLS THAT THE FACULTY HAS TAUGHT AT ECSU
(LIST COURSE NUMBER AND TITLE)

C. COURSES IN HOST DEPARTMENT/DIVISION THAT THE FACULTY CAN TEACH (WITHOUT FURTHER TRAINING) BUT HAS NOT TAUGHT (LIST COURSE NUMBER AND TITLE)

D. COURSES IN HOST DEPARTMENT THAT THE FACULTY CANNOT TEACH WITHOUT FURTHER TRAINING

C. CONTRIBUTIONS TO ECSU - SERVICE/RESEARCH/SCHOLARLY ACTIVITIES

16. DEPARTMENTAL ASSIGNMENTS/DUTIES (OTHER THAN TEACHING OR DUTIES REQUIRED OF ALL FACULTY), DURING THE PAST THREE YEARS

17. UNIVERSITY ASSIGNMENTS/DUTIES (OTHER THAN TEACHING OR DUTIES REQUIRED OF ALL FACULTY), DURING THE PAST THREE YEARS)

18. ADVANCED STUDY/FACULTY DEVELOPMENT ACTIVITIES, DURING PAST THREE YEARS (ATTACH DOCUMENTATION)

19. PROPOSALS: WRITTEN/FUNDED, PAST THREE YEARS (ATTACH DOCUMENTATION)

20. RESEARCH/CREATIVE ACTIVITIES/PRODUCTIONS, ETC., DURING PAST THREE YEARS (ATTACH DOCUMENTATION)

D. PERSONAL DATA SHEET

21. FACULTY NAME _____ SSN# _____

22. ADDRESS (LOCAL) _____

23. TELEPHONE (LOCAL) _____ EMAIL _____

24. ADDRESS (PERMANENT, IF DIFFERENT FROM ABOVE) _____

25. TELEPHONE (PERMANENT, IF DIFFERENT FROM ABOVE) _____

26. SEX (OPTIONAL) _____ AGE (OPTIONAL) _____ DATE OF BIRTH (OPTIONAL) _____

27. CITIZENSHIP STATUS _____ PLACE OF BIRTH (OPTIONAL) _____

28. NATIONALITY (OPTIONAL) _____ ETHNICITY (OPTIONAL) _____

29. SPOUSE OR CLOSEST RELATIVE/FRIEND: NAME _____ RELATION _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

30. CHILDREN LIVING AT HOME: (OPTIONAL)

NAME

SEX

AGE

E. FACULTY/PROSPECTIVE FACULTY RECOMMENDATION FOR APPOINTMENT/PROMOTION/TENURE

31. FACULTY NAME _____

32. PERSON INITIATING APPLICATION/RECOMMENDATION _____

33. NAMES AND RANKS OF TENURED FACULTY MEMBERS IN HOST DEPARTMENT/SCHOOL

34. RECOMMENDATION OF THE DEPARTMENT'S ASSEMBLED TENURED FACULTY ON THIS CANDIDATE

_____ DISAPPROVAL

_____ UNANIMOUS APPROVAL

_____ SPLIT APPROVAL

_____ APPROVAL WITH RESERVATIONS (LIST RESERVATIONS)

PROVIDE OFFICIAL VOTE _____

IF DISAPPROVED, LIST REASONS

35. ADDITIONAL RECOMMENDATIONS

A. CHAIRPERSON'S RECOMMENDATIONS

_____ APPROVAL

_____ DISAPPROVAL (LIST REASONS)

_____ APPROVAL WITHOUT RESERVATIONS

_____ APPROVAL WITH RESERVATIONS (LIST RESERVATIONS)

B. DEAN'S RECOMMENDATION

_____ APPROVAL

_____ DISAPPROVAL (LIST REASONS)

_____ APPROVAL WITHOUT RESERVATIONS

_____ APPROVAL WITH RESERVATIONS (LIST RESERVATIONS)

C. UNIVERSITY PERSONNEL COMMITTEE RECOMMENDATION

_____ APPROVAL

_____ DISAPPROVAL (LIST REASONS)

_____ APPROVAL WITHOUT RESERVATIONS

_____ APPROVAL WITH RESERVATIONS (LIST RESERVATIONS)