

Instructions for Promotion, Retention, and Tenure Applicants

[Instructions Web Site 2023-24.pdf](#)

Below are the Instructions to Promotion and/or Tenure Applicants.

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1. The Application Format for Requesting Promotion and/or Tenure is a guide for organizing the application. Applicants should follow this outline and consult with department, college, and University PRT chairs during the application process.
2. Applicants may include supplemental information in appendices at the back of the application as long as they conform to Department or College PRTC requirements. Each application, with all supporting material, will continue to the next level of review unless formally withdrawn according to the PRT Calendar.
3. Applications should contain only materials that meet requirements for tenure and/or promotion established by departments, colleges, the University, and the Faculty Handbook. Applicants for Full Professor may submit only materials from the previous five (5) years in rank. Material produced prior to employment at A-State must be listed separately in an appendix. Materials produced before the last promotion but outside the last five years may also be included in an appendix.
4. The University Promotion, Retention, and Tenure Committee (UPRTC) strongly recommends that any person requesting promotion or tenure should not serve on college or university PRT committees, and where possible, should not serve on department PRT committees.
5. Faculty applying for tenure and/or promotion must submit their application as a single electronic copy transmitted to the chair of their department PRT committee. Applicants should complete the top portion of the Summary of Recommendations form. Department or college PRT chairs will provide instructions for electronic submission.
6. Applicants must also submit one (1) hard copy of their complete application to the Office of the Provost to fulfill record-keeping requirements established in the Faculty Handbook. Contact [Alyssa Wells](#) for more information.
7. Applicants should **not** cite the following in Section VII of the Promotion/Tenure Application. These belong in Section IX.d. (Optional Activities):

- Articles not accepted for publication
 - Articles submitted for publication
 - Grants not funded
 - Work in progress
8. Applicants may include works “In Press” as publications. Committees will count an article as “In Press” if the application includes verifiable communication from the journal editor or publisher confirming that the work:
 - has been accepted in its final form,
 - requires no further revisions, and
 - will appear in print by a stated date.
 9. Cite “In Press” works that meet the above criteria under items VII.a.3. and IX. Applicants may also include works “Accepted for Publication” with appropriate documentation.
 10. Applicants may include letters from outside professional evaluators and copies of reviews of published or in-press works in an appendix.
 11. Applicants should indicate any service or research that was compensated by an external funding source.
 12. An additional level of review applies to applicants who teach professional education courses in the Education Preparation Provider (EPP) unit outside the College of Education and Behavioral Science. This review is described in the EPP Governance Handbook (pages 11-13), available
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