Section 1
Application for Promotion and/or Tenure

1. Name of Candidate

   Last   First   MI

2. Present Rank

3. Proposed Rank

4. School/College

5. Department

6. Date of First Appt. to Howard University

7. Date of Last Promotion at Howard University

8. Publications
   (List sequentially all publications submitted with this application, giving complete reference data and co-authors. Submit only those publications published or accepted for publication during the period of your present rank at Howard University. Assign a number to each publication and affix the number to the reprint or copy of the publication submitted with this application.)

   a. Monographs and Scholarly Books
b. Chapters in Books

c. Refereed Articles
d. General Articles

e. Book Reviews

f. Creative Works
9. **Appraisal of Publication** (Note: This page must be duplicated and attached to each publication submitted with this application. You must state briefly the nature of the contribution of each publication. Attach the publication along with reviews or critiques [not abstracts] if available. If there are numerous publications, you may group them into categories and define their contributions as a group.)

**Candidate’s Statement**

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<th>Publication No.</th>
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**Author(s)**

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**Published in/by**

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**Contribution:**
10. Patents acquired since last appointment/promotion.

11. Teaching Experience.
   a. List below the titles of courses taught since your last appointment/promotion.
b. List below the dates and the titles of dissertation or thesis which you are directing or have directed since your last appointment/promotion. Indicate doctoral dissertation by “D” and master’s thesis by “M.”

c. List below the dissertation and thesis committees on which you are serving and have served since your last appointment/promotion. Include also the dates of your service. Indicate doctoral dissertation by “D” and master’s thesis by “M.”
d. List below contributions to teaching since your last appointment/promotion which you consider important, e.g., title and description of published or unpublished instructional material, description of major curricular reorganization, and introduction of new courses. Give date of each entry.
12. Professional Development

List significant professional service since last appointment/promotion, e.g., panel presentations, lectures, conferences, symposia, workshops, seminars, etc.) Include in this entry titles of presentations, symposia, etc., the place and date at and on which the activities took place.
13. Research

a. List below grants for which you have applied since last appointment/promotion. Include in this entry (1) project/grant title; (2) funding agency; (3) amount of grant; and (4) the time-period of the grant.

b. List below grants for which you have applied and have obtained funding since last appointment/promotion. Include in this entry (1) project/grant title; (2) funding agency; (3) amount of grant; and (4) the time-period of the grant.
c. List any other research activity since your last appointment/promotion.

14. List below departmental, school/college, and University committees on which you are serving and have served since your last appointment/promotion and the dates of committee membership.
15. List below any public and community service you have given since last appointment/promotion. Include in this entry the names of the organizations and the year(s) in which you served.

__________________________________________
Signature of the Candidate

__________________________________________
Date of Submission
Section II

Evaluations and Recommendation of the Departmental Appointments, Promotions, and Tenure Committee

Received ________________________________ Date

1. The following teaching experience satisfies the minimum requirement of years of teaching: (List years, e.g., 1974-1979.)

2. The following publications (give numbers as assigned by candidate) meet the minimum requirements for publication:

3. The candidate’s teaching ability in respect to others of equal experience and rank is as follows: (Check one.)
   Below Average_____ Average_____ Above Average_____ Outstanding____
   Attach evaluations or summary of evaluations from faculty members and students.

4. The candidate’s research and publications in respect to others of equal experience and rank are as follows: (Check one.)
   Below Average_____ Average_____ Above Average_____ Outstanding____

5. The candidate’s professional development in respect to others of equal experience and rank is as follows: (Check one.)
   Below Average_____ Average_____ Above Average_____ Outstanding____

6. The candidate’s service performance in respect to others of equal experience and rank is as follows: (Check One.)
   Below Average_____ Average_____ Above Average_____ Outstanding____

7. Give below any comments or additional information that the Committee thinks is pertinent to this application:

8. Committee Vote: For_____ Against_____ Abstaining_____ Absent____

9. The Committee endorses/does not endorse the promotion of this applicant.

10. The Committee endorses/does not endorse the granting of tenure to this applicant.

_________________________ Signature of Committee Chairman
Forwarded ____________________________ Date
Evaluation Statement of the Departmental Committee on Appointments, Promotion, and Tenure

Evaluation Statement of the Departmental Committee on Appointments, Promotion, and Tenure

2. Evaluation of Teaching:
Evaluation Statement of the Departmental Committee on Appointments, Promotion, and Tenure

3. Evaluation of Professional Development:
Evaluation Statement of the Departmental Committee on Appointments, Promotion, and Tenure

4. Evaluation of Service:
Section III

Evaluations and Recommendation of the Department Chairman

1. The following teaching experience satisfies the minimum requirement of years of teaching: (List years, e.g., 1974-1979.)

2. The following publications (give numbers as assigned by candidate) meet the minimum requirements for publication:

3. The candidate’s teaching ability in respect to others of equal experience and rank is as follows: (Check one.)
   Below Average_____ Average_____ Above Average_____ Outstanding____
   Attach evaluations or summary of evaluations from faculty members and students.

4. The candidate’s research and publications in respect to others of equal experience and rank are as follows: (Check one.)
   Below Average_____ Average_____ Above Average_____ Outstanding____

5. The candidate’s professional development in respect to others of equal experience and rank is as follows: (Check one.)
   Below Average_____ Average_____ Above Average_____ Outstanding____

6. The candidate’s service performance in respect to others of equal experience and rank is as follows: (Check one.)
   Below Average_____ Average_____ Above Average_____ Outstanding____

7. Give below any comments or additional information that the Chairman thinks is pertinent to this application:

8. The Chairman endorses/does not endorse the promotion of this applicant.

9. The Chairman endorses/does not endorse the granting of tenure to this applicant.

____________________________________
Signature of Department Chairman

____________________________________
Forwarded Date
Evaluation Statement of the Departmental Chairman

1. Evaluation of Publications/Research:
Evaluation Statement of the Departmental Chairman

2. Evaluation of Teaching:
Evaluation Statement of the Departmental Chairman

3. Evaluation of Professional Development:
Evaluation Statement of the Departmental Chairman

4. Evaluation of Service: