

**ST. MARY'S UNIVERSITY
TENURE AND/OR PROMOTION APPLICATION**

COVERPAGE

Submit this cover page and written responses as a single PDF document.

Application For (Check One):

_____ Tenure and promotion from Assistant Professor to Associate Professor

_____ Tenure-Line Promotion from Associate Professor to Professor

_____ Non-Tenure-Line Promotion from _____ to _____ (indicate rank sought)

Name _____

Date _____

School _____

Department _____

Current Rank _____

Years at Rank _____

Time Credit towards Tenure (if relevant) _____

Tenure and/or Promotion Eligibility Date (as determined by the Provost's Office) _____

Dates of Comprehensive Reviews (Section 3.9.2.3), if applicable: _____

Education: Degrees earned, listing university and date awarded

Academic Experience: Academic appointments at other institutions and at St. Mary's, including title (or rank) and years.

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WRITTEN RESPONSES

Following the detailed instructions provided separately, please organize your written responses following the structure below. Draft in Word, 11-point Calibri or 12-point Times New Roman, with numbered pages.

The cover page and written responses should be uploaded as a single PDF document using the following naming convention: applicant's last name_type of application_submission date, e.g., Smith_LecturerPromotion_08152025.

SECTION I. TEACHING

- A. Table summarizing courses taught and student evaluation scores
- B. Teaching Narrative

SECTION II. ADVISING/MENTORING

- A. Advising/Mentoring Narrative

SECTION III. SCHOLARSHIP (If part of formal workload)

- A. Hyperlinks to School, Department, and/or Program Requirements for Scholarship
- B. Scholarship Narrative
- C. List of Scholarship
 - Scholarship of Teaching
 - Scholarship of Discovery
 - Scholarship of Integration
 - Scholarship of Application
 - Scholarship of Engagement

SECTION IV. SERVICE

- A. Service Narrative
- B. List of Service Activities

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UPLOADED DOCUMENTATION

Note regarding Sections V, VI and VII: No written responses are required. Simply upload to the appropriate folder those documents listed in the instructions.

Important: Name each uploaded file so that it includes your last name and a clear and concise description of its content.

SECTION V. KEY APPOINTMENT, EVALUATION AND REVIEW MATERIALS FOLDER (REQUIRED)

Upload documents listed in instructions.

SECTION VI: REQUIRED DOCUMENTATION FOLDER

Upload documents listed in instructions.

SECTION VII. SUPPLEMENTAL MATERIAL FOLDER (OPTIONAL)

Upload documents listed in instructions.