



**MOTLOW STATE**  
**COMMUNITY COLLEGE**  
**PROMOTION / TENURE**  
**APPLICATION COVER FORM**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

I am applying for PROMOTION:  YES  NO

I am applying for TENURE:  YES  NO

I am applying for promotion from:

\_\_\_\_\_ to \_\_\_\_\_  
(example – Assistant Professor) (example – Associate Professor)

I have served at my current rank since: \_\_\_\_\_  
(example – August 2008)

I have been employed at Motlow since: \_\_\_\_\_  
(example – January 1995)

I have the following degrees:

Degree	Major	School
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hold the following additional licenses, certifications, credentials, etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please read and sign below:

*I understand that my consideration for promotion and/or tenure is based on meeting the requirements specified in promotion policy # 5:02:02:30 and tenure policy # 5:02:03:00. I have read the promotion and tenure guidelines and will abide by the practices set forth. I understand that failure to follow the guidelines could result in my application being denied.*

*I would like my portfolio evaluated based on the following weights:*

Teaching	Service Outreach	Scholarship / Creative Activities / Research	Total %
<i>Teaching must equal 70%</i>	<i>Weighted in increments of 5 from 5% to 20%</i>	<i>Weighted in increments of 5 from 5% to 20%</i>	<i>Total must equal 100%</i>
70%			

\_\_\_\_\_  
Signature Date