FORM F: TENURE APPLICATION TRANSMITTAL FORM – For Spring Hires

Applicant's Name:_____

Department:_____

This form should be submitted by the applicant to the department chair, completed by all listed parties, and submitted by the Department Tenure Committee (DTC) to the UWTC with its tenure recommendation **BY OCTOBER 1, 2013**.

1 I, the Department Chairperson, have been requested to submit to the UWTC a statement evaluating this candidate, according to the current criteria for tenure.

_____ _____
Signature of Department Chairperson Date

2. I, a member of the DTC, have reviewed the credentials on file in the Office of Human Resources and certify that the credentials verify the academic record as reported in the application.

_____ _____
Signature of DTC Member who verified credentials Date

3. The DTC has prepared the attached document verifying and evaluating the application of this candidate, according to the contractual (CBS) and UWTC guidelines, and has also arrived at the following summary recommendation:
(_____ Recommend)
(_____ Do not Recommend) tenure of this applicant at this time.

Subscribed by the committee on _____.
Date

Signatures of the Department Tenure Committee

_____, Committee Chair

_____

_____

_____

4. I, the applicant, have read the complete recommendation and evaluation of my application for tenure, as prepared by my department's DTC, and have been advised of my right to request a hearing before the DTC.

_____ _____
Applicant's Signature Date

Updated 2012-13

Tenure Application Transmittal Form (con't.)

5. I, the applicant, am aware that I may request a hearing before the UWTC.

I _____ do

_____ do not request such a hearing.

_____ _____

Applicant's Signature Date

6. THIS APPLICATION MUST BE DELIVERED TO THE UWTC FROM THE DTC BY **OCTOBER 1, 2013** FOR FACULTY MEMBERS WITH JANUARY ANNIVERSARY DATES.

Deliver to:

Judith Villa, UWTC Chair
English Department
Keith Hall Room 140
724-357-5517
Judith.Villa@iup.edu