



professional organizations. Include a complete chronological synopsis of the activities carried out in both categories. Distinctly note which items are complete and which are in-process. Supportive evidence should include a single copy of the book or periodical containing published work and programs, or annual reports which verify professional responsibilities you have assumed or to which you have been elected. The type of supportive evidence that you present should reflect relevance to your teaching discipline. For some, publications in the field are most appropriate; for others, consulti

so forth. Depending on the amount of this material that is presented, different methods of keeping it organized may be appropriate. For all amounts, one loose-leaf binder no larger than a two-inch spine with dividers may be appropriate. Keep in mind that the supportive evidence is a part of your formal application for promotion and as such it should be organized and identified. It should not be just a collection of loose papers.

The application form and supportive evidence must be submitted to your dean or appropriate administrator for evaluation in your college by the first day of classes of the spring semester if you wish action to be pursued on it during the current academic year. This means that, if your college has departmental committees, your promotion application must be submitted at an earlier date set by your college to ensure that sufficient time is available for your departmental evaluation to take place. You will be notified of the decisions as they occur (see promotion procedures in Section III of the University Handbook.) If a negative decision ensues at any point in the promotion process, this is usually an indication that you should remove your application from further consideration for the current year. This removal is not automatic. You may leave your application in consideration by the subsequent offices and committees if you so desire. You must specifically request that your application be withdrawn if that is your intention.