

## **Personnel Policies for Lincoln University**

The guiding principle for these policies is The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 7.2

Effective November 13, 2009

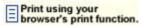
#### **Letter from the President**

#### **Rules and Regulations**

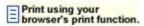
#### **Adjunct Handbook**

Print using your browser's print function.

#### **Faculty Handbook**



#### Staff Handbook



# Components of Promotion and Tenure Applications

### **Employees covered by this policy**

This policy applies to all Faculty at LU and applicants of positions.

#### **Policy**

Applications for promotion and/or tenure shall include the following elements in order:

- A cover letter from the candidate addressed to the department head.
   This cover letter shall include the purpose of the application (request for promotion and/or tenure), a list of how the candidate has met minimum eligibility requirements, percentage efforts for scholarship/research, service/extension, and/or teaching, and summaries of accomplishments in teaching, service, and scholarship/research (as necessary).
- 2. The candidate's curriculum vitae.
- 3. At least four letters of recommendation (two from inside of the university but outside of the candidate's department **and** two from professional colleagues outside of the university).
- 4. A copy of the candidate's graduate transcripts.
- 5. A copy of annual performance evaluations for the years under consideration.
- 6. A copy of annual student evaluations for the years under consideration.
- 7. Evidence of accomplishments in scholarship/research, service/extension, and/or teaching for the years under consideration.