



First Year Tenure Checklist

1. Probationary faculty member has read and understands the following documents. Yes No

Murray State University [MSU] Faculty Handbook <http://campus.murraystate.edu/org/facsenate/facultyhandbook/>

MSU Faculty Handbook 2.6 Academic Promotion Policy
 And especially

- o 2.6.2 Guidelines
 - o 2.6.2.1 Teaching Excellence
 - o 2.6.2.2 Research and Creative Activity
 - o 2.6.2.3 University Service and Professional Activities
- o 2.6.3 Procedures Covering Application for and Consideration of Promotion

MSU Faculty Handbook 2.7 Murray State University Tenure Policy
 And especially

- o 2.7.3 The Probationary Period
 - o 2.7.3.1 Reduction of the Probationary Period
 - o 2.7.3.3 The Annual Evaluation
- o 2.7.4 Basis for Awarding Tenure
 - o 2.7.4.1 Faculty Performance
 - o Teaching Excellence
 - o Research and Creative Activity
 - o University Service and Professional Activities
 - o 2.7.4.2 Needs of the University
- o 2.7.5 The Tenure Process

College of Education [COE] Policy Manual <http://coekate.murraystate.edu/coepolicy/Default.htm>

03.0 Personnel ~ 03.1 Faculty
 And especially

- o 03.1D Annual Evaluation of Performance
- o 03.1J Promotion
- o 03.1K Tenure
- o Appendix F: Coe Evaluation Tracking Document

2. Probationary faculty member has been assigned a mentor. Yes No

3. Probationary faculty member, mentor and chair have met [Formal Orientation] and reviewed/explained the promotion process. Yes No

4. Probationary faculty member, mentor and chair have met and reviewed/explained the tenure process. Yes No

5. Probationary faculty member has met with the Department Tenure Committee and the promotion and tenure processes have been reviewed/explained. Yes No

We certify that the promotion and tenure processes have been reviewed/explained to all parties' satisfaction and that all of the above requirements have been met
We certify that this process has occurred:

 Probationary Faculty Member Date

 Chair, Department Tenure Committee/Date

 Chair of Department Date

 Dean, College of Education Date