

**PROMOTION/TENURE ACTION SUMMARY FORM**

**Revised September 2023**

Academic Year \_\_\_\_\_ - \_\_\_\_\_

Faculty Member Name: \_\_\_\_\_  
Last First Middle Initial

Terminal Degree: \_\_\_\_\_ UAB Employee I.D. Number: \_\_\_\_\_

Faculty Candidate's Home Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip) E-Mail Address: \_\_\_\_\_

Check applicable actions(s) recommended and provide information requested in corresponding sections.

Faculty Promotion to Associate Professor

Faculty Promotion to Professor

Other Rank Change to \_\_\_\_\_

Award of Tenure

Candidate's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Directions: This section to be completed by appropriate school/college/UAB Libraries contact person.**

School's Contact for Questions Related to this Request: \_\_\_\_\_  
Printed Name E-Mail Address Campus Phone #

Candidate's Primary Faculty Appointment Resides in \_\_\_\_\_  
School/College/Library Department

Oracle Service Date: \_\_\_\_\_

Current Academic Rank: \_\_\_\_\_ Date Appointed to Current Rank: \_\_\_\_\_

**Current Tenure Status (Select one and include date, if applicable):**

Non-tenure earning: \_\_\_\_\_ Tenure Earning: \_\_\_\_\_ Tenured: \_\_\_\_\_

Date appointed to tenure-track: 10/1/\_\_\_\_\_ (year) Date tenure awarded: \_\_\_\_\_

Number of years on tenure track at other institutions of higher education: \_\_\_\_\_

Please enter the names of the institutions where the faculty member was appointed to tenure track before coming to UAB. \_\_\_\_\_

**Promotion and/or Tenure Procedures**

**Name of Faculty Member:** \_\_\_\_\_

*Only the documentation requested should be submitted to the Provost's Office. It is anticipated that the requested materials will easily fit in a standard one- or two-inch three-ring binder.*

In all cases, except the Dean's and Department Chair's recommendations, provide the number vote.

- Record the vote of full-time regular faculty.
- For promotion, only faculty members at the proposed rank or above vote.
- For tenure, report only the vote of tenured faculty members.
- If a particular vote or report does not apply, fill in N/A.

<b><u>Promotion to Rank of:</u></b>					
Departmental Committee	#For	#Against	#Abstain	#Absent	Report Attached?
Department Chair	For	Against			Report Attached?
School/College/Library Committee	#For	#Against	#Abstain	#Absent	Report Attached?
Dean _____	For	Against			Report Attached?
Dean _____	For	Against			Report Attached?

<b><u>Award of Tenure (if applicable)</u></b>					
Departmental Committee	#For	#Against	#Abstain	#Absent	Report Attached?
Department Chair	For	Against			Report Attached?
School/College/Library Committee	#For	#Against	#Abstain	#Absent	Report Attached?
Dean _____	For	Against			Report Attached?
Dean _____	For	Against			Report Attached?

**Administrative Signatures**

**Name of Faculty Member:** \_\_\_\_\_

<b>Recommendation of the Departmental Promotions and Tenure Committee Chair:</b>				
<b>Promotion:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____
<b>Tenure:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____

<b>Recommendation of the Department Chair:</b>				
<b>Promotion:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____
<b>Tenure:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____

<b>Recommendation of the School Promotion and Tenure Committee:</b>				
<b>Promotion:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____
<b>Tenure:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____

<b>Recommendation of the Dean:</b>				
<b>Promotion:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____
<b>Tenure:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____

<b>Recommendation of the Dean (Academic Joint Departments):</b>				
<b>Promotion:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____
<b>Tenure:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____

<b>Recommendation of the Provost:</b>				
<b>Promotion:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____
<b>Tenure:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> N/A	Signature _____ Date _____