

PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF TRUSTEES

This form should be submitted for requesting the granting of permanent tenure or approval of any administrative separation or retreat rights subject to BOT approval. Please complete all sections applicable to the requested action. Sections not applicable should be left blank.

Upon completion: Forward this form electronically to amy_jinnette@ncsu.edu along with a scanned copy of the offer letter.

Name of Appointee: _____ **Effective Date:** _____

Department: _____ **College/Unit:** _____

Current Title/Rank: _____ **Proposed Title/Rank:** _____

Proposed Salary : \$ _____

Indicate Type of Action: Tenure
(select all that apply) Approval of retreat rights

Departmental Voting Faculty Vote Tally - for appointment: For _____ Against _____ Abstained _____

Departmental Voting Faculty Vote Tally – for rank and tenure status: For _____ Against _____ Abstained _____

1. Education background: (INSTRUCTION: LIST DEGREE, DISCIPLINE, DATE EARNED, INSTITUTION, AND STATE OR COUNTRY; LIST MOST RECENT DEGREE FIRST, ONE DEGREE PER LINE)

2. Teaching and other professional experience: (INSTRUCTION: LIST TITLE, DATES OF EMPLOYMENT, ORGANIZATION, DEPARTMENT, AND STATE OR COUNTRY; LIST MOST RECENT POSITION FIRST, ONE POSITION PER LINE)

3. Scholarly and creative activities: (INSTRUCTION: ADD/DELETE ACTIVITY TYPES TO THE LIST BELOW AS APPLICABLE; USE THE TAB KEY TO ADD ADDITIONAL ROWS; [ACTIVITY TYPE EXAMPLES](#))

| <i>Type</i> | <i>Number</i> |
|------------------------------------|---------------|
| <i>Book</i> | _____ |
| <i>Edited Book</i> | _____ |
| <i>Book Chapter</i> | _____ |
| <i>Refereed Journal Article</i> | _____ |
| <i>Other Journal Article</i> | _____ |
| <i>Juried Performance/Show</i> | _____ |
| <i>Non-Juried Performance/Show</i> | _____ |

4. Membership in professional organizations: (INSTRUCTION: list one organization per line, include membership dates)

5. Scholarly and professional honors: (INSTRUCTION: LIST ONE HONOR PER LINE, INCLUDE DATE HONOR AWARDED)

6. Professional service on campus: (INSTRUCTION: LIST ONE ON-CAMPUS SERVICE PER LINE, INCLUDE SERVICE DATES; NOTE LEADERSHIP ROLE IF HELD, E.G., CHAIR, CO-CHAIR, ETC.)

7. Professional service off campus: (INSTRUCTION: LIST ONE OFF-CAMPUS SERVICE PER LINE INCLUDING CONSULTING ACTIVITIES, IF APPLICABLE; INCLUDE SERVICE DATES; NOTE LEADERSHIP ROLE IF HELD, E.G., CHAIR, CO-CHAIR, ETC.)