EKU COLLEGE OF SCIENCE

COMMON REASONS FOR RETURNING P&T APPLICATIONS/COMMITTEE REPORTS
College of Science
Eastern Kentucky University

Below are common reasons that normally necessitate returning promotion and tenure application materials to the department and/or candidate for corrections.

- **Incorrect forms**
  - ➢ Candidate or committee use older forms in their possession instead of downloading the most current form.
  - ➢ Candidate modifies the form by deleting sections that do not apply to him/her instead of denoting such items with a "NA".

- **Incorrect headers**
  - ➢ Headers (Teaching, Scholarly/Creative Activities, Service) that do not reflect the content of the page.
  - ➢ Not including applicant name and application year on the line provided. These are important in case the documents become disassembled and for record keeping (Please use academic year for application year: e.g. 2017-2018).

- **Not completing the cover page completely and correctly**
  - ➢ Candidate under reports total years of full-time service at EKU by not including the "current year", i.e. the academic year during which one is going through the review process.
  - ➢ Not checking a "Yes" or "No" for agreed upon exceptions, and providing supporting documents if appropriate.

- **Non identical electronic and hard copy versions of applications/committee reports**
  - ➢ A new hard copy document should be printed for submission if the electronic version is revised.

- **Not completing the checklist fully**.
  - ➢ Items on the checklist that do not apply to the candidate should be marked with "N/A" rather than leaving these blank.