TO: All Full-Time Lincoln University Faculty

FROM: Promotion, Tenure, and Severance Committee
Dr. William B. Garcia, Chair
Dr. Patricia A. Joseph
Dr. Mazharul Huq

Cc: Dr. Grant D. Venerable, Vice President for Academic Affairs
Dr. Ivory V. Nelson, President

RE: Application for Promotion, Tenure and Sabbatical

The Promotion, Tenure, and Sabbatical Committee announces requirements and deadlines to full-time faculty members planning to submit applications for promotion, tenure, and sabbatical. Applicants are requested to adhere to the following schedule.

November 7, 2008: Deadline to notify the Committee in writing of your intention to apply. This letter should state specifically whether you are applying for promotion and/or tenure, or sabbatical. Further, this letter should include years of service at present rank at Lincoln University and at other institutions, years of full-time service at Lincoln University, and years of full-time service at other institutions (indicate name of institutions and years of service). This letter should be copied to your Chairperson and Dean.

December 1, 2008: Deadline for submission of all application materials to your Chairperson (or Dean if you are a Chair), with the exception of outside references.

December 8, 2008: Deadline for submission of all application materials to Dr. William B. Garcia, PTS Committee Chair, from your Chair (or from your Dean if you are a Chair), with the exception of outside references.

January 12, 2009: Deadline for the receipt of at least two outside letters of reference by the PTS Committee.
Applicants are strongly advised to review and adhere to the document entitled *Promotion, Tenure and Sabbatical Guidelines* (approved by the Lincoln University Board of Trustees, February 15, 2003). This document is available from the Office of Academic Affairs. Lastly, the PTS Committee strongly urges applicants to closely follow the guidelines found in the section entitled *Description of Sources of Evidence*.

All application materials, including at least two outside letters of reference, are to be submitted to **Dr. William B. Garcia, PTS Committee Chair**. In addition, questions and/or concerns should also be addressed to Dr. Garcia. He can be contacted at wgarcia@lincoln.edu, 484.365.7557 (office extension), and 104 Ware Center or 108 Ware Center.

Thank you.