

Tenure-Track Faculty: Review Processes to Determine Tenure and Promotion

Note: These procedures supplement the existing departmental rank and tenure statement, adopted July 1, 2000.

Third-year review

- All tenured faculty members should observe a candidate's teaching during the fall or spring of the year preceding a third-year review for tenure.
- A tenure candidate will submit to the chair a dossier during the fall of his or her third year, following established policies of the University and College of Arts & Sciences.
- The dossier is reviewed by all tenured faculty to evaluate if the candidate is making appropriate progress toward tenure and promotion, and to advise the candidate and chair about reasonable responses to the review.
- If the tenured faculty decides that the candidate is making appropriate progress, the chair and tenured faculty will recommend how the candidate might build on his or her strengths and continue to bolster the case for tenure; the chair will inform the candidate of this recommendation in writing, summarizing the content of this discussion. The candidate will meet with the committee to discuss this outcome.
- If the committee decides that the candidate is not making appropriate progress, the chair and tenured faculty will decide how to convey this evaluation to the dean and the candidate. In some cases, a clear set of suggestions, stipulations, and timelines will be appropriate. In other cases, the chair, working in conjunction with the dean, will advise the candidate that he or she will be issued a one-year contract for the following year, unless circumstances indicate otherwise. The candidate and the committee will not meet unless the chair believes the discussion will be helpful to the candidate.

Tenure review

- All tenured faculty members should observe a candidate's teaching during the fall or spring of the year preceding a review for tenure.
- A candidate will prepare and submit to the chair a dossier during the summer preceding their review year, following established policies of the University and College of Arts & Sciences.
- The candidate will submit to the chair a list of at least six names of outside academic references whose qualifications suggest they can properly evaluate his or her work. Dissertation and thesis advisers should not be included on this list. The tenured faculty, including the chair, will decide on a list of three or more outside reviewers, at least two of whom should normally come from the list provided by the candidate. In addition, the candidate will submit a list of six students, from which the chair, working with tenured faculty, will solicit three or more evaluators, at least two of whom should be from the list provided by the candidate.
- During the fall of the candidate's year of tenure review, all tenured faculty members will vote to recommend or deny tenure. The committee of tenured faculty at or above the proposed rank will hold a separate vote to determine promotion. The results of these

votes will be included in the dossier that is forwarded to the College of Arts & Sciences rank and tenure committee.

- The chair will write a separate letter either supporting or disagreeing with the faculty's recommendation.

Post-tenure promotion review

- A candidate will prepare and submit to the chair dossiers during the summer prior to the year he or she wishes to be considered for promotion, following the established policies of the University and the College of Arts & Sciences.
- The candidate will submit to the chair a list of at least six names of outside academic references whose qualifications suggest they can properly evaluate the candidates' work. Dissertation and thesis advisers should not be included on this list. The tenured faculty at or above the proposed rank, including the chair if appropriate, will decide on a list of three or more outside reviewers, at least two of whom should normally come from the list provided by the candidate. In addition, the candidate will submit a list of six students, from which the chair, working with tenured faculty at or above the proposed rank, will solicit three or more evaluators, at least two of whom should be from the list provided by the candidate.
- During the fall of the candidate's year of promotion review, all tenured faculty members at or above the proposed rank will vote to recommend or deny promotion. The result of this vote will be included in the dossier that is forwarded to the College of Arts & Sciences rank and tenure committee.
- The chair will write a separate letter either supporting or disagreeing with the faculty's recommendation.