

Preparation for Tenure Review
(Advice to Candidates for Tenure)
April, 2013, Revised July 2019

The purpose of this document is to explain what you will be asked to do for your tenure review and to provide some suggestions regarding how to prepare for the review.

The timeline for the major steps in this review will be as follows:

May-June	External reviewers are selected and their willingness to help is confirmed.
July	Copies of your personal statement, CV (external version; see below), and representative publications are sent to external reviewers. Please consult your departmental review committee regarding the date by which these items will be needed.
Fall Semester	<p>Copies of your course syllabi, a summary of your teaching ratings, typewritten copies of student comments, and summaries of teaching observations (at least two colleagues on two different occasions, prior to this semester) are assembled.</p> <p>Confirm that your Google Scholar account is correct and public.</p> <p>The tenured faculty of your department meet to discuss your candidacy for promotion and tenure and to vote.¹</p> <p>The chair of your department sends your tenure dossier, the results of the departmental vote, and his/her recommendation to the Dean.</p> <p>The Peabody Promotion and Tenure Committee meets to consider your candidacy.</p>
February	The Dean sends your tenure dossier and his/her recommendation to the Provost's Office.
Spring Semester	<p>The Provost's Promotion and Tenure Review Committee (PTRC) meets to consider your candidacy.</p> <p>The Provost reviews your dossier.</p> <p>The Chancellor decides whether to recommend your promotion and tenure to the Board of Trust.</p> <p>The Board of Trust votes on your case at its late spring meeting.</p> <p>You are notified of the Board of Trust action.</p>

You will be updated on the status of your review at each stage.

External reviewers. Late in the spring semester of the academic year prior to the academic year of your review you will be asked to supply names, titles, brief biosketches, and contact information for six prospective external reviewers. The reviewers you suggest will be most credible if you select them not only on the basis of their credentials, but also because their reviews would be expected to be unbiased.

The external tenure reviewers you suggest must be full professors from distinguished universities (preferably among the top 25) with exemplary programs of faculty in your field.

¹ A positive decision at each level in the review process assures the advancement of your candidacy to the next level.

The reviewers you propose should have no professional or personal interest in your promotion or tenure, as might be expected of your dissertation or thesis advisor, a co-investigator on one of your grants, a co-author, a former colleague, a person who has supplied a letter of recommendation for you, etc. Such closely-connected individuals are ineligible to serve as external reviewers for your tenure review.

Curriculum vitae. You will need to prepare two versions of your CV:

1. External version. This CV, which will be sent to your external reviewers, should be in the same format used for your annual report of professional activities. Please be sure to date this version.
2. Internal version. This CV, which will be used only within Vanderbilt, is the external version annotated with information about the roles of individual authors of any of your papers with multiple authors. This information should be provided in a sentence or two, perhaps including percentages, for each paper (or book) with multiple authors. For example, if you produced a particular paper with two coauthors (Doe and Jones), the annotation might be something like the following: "I conceived this study, collected and analyzed the data, and wrote the first draft of the manuscript (80%). Doe (15%) helped refine the design of the study and commented on drafts, while Jones (5%) assisted with the data analysis and read the final draft." The use of percentages is optional, and you will not be disadvantaged if you choose to omit them. Please be sure to date this version.

Personal statement. Your personal statement affords you an opportunity to provide a summary of your professional accomplishments and plans in the context established by the personal statement you submitted for your fourth-year review and the counseling letter you received after that review was complete. As you think about your statement for your tenure review, you should revisit your earlier statement so you can be sure to relate your most recent work to the directions you set for yourself earlier. Also, you should note how you have responded to specific suggestions that may have been included in your fourth-year counseling letter.

Please divide your statement into two separate sections:

1. Research (this section will be sent to external reviewers)
2. Teaching and Service

Your personal statement must be no longer than ten double-spaced pages (12 point type, 1 inch margins all around).

Teaching-related information. For each course you have taught at Vanderbilt, your department will be required to include the full teaching report from BLUE in its original form, including graphs, data summaries, and student comments. For evaluations that were obtained in the VOICE system (prior to 2016) please include course and departmental means and standard deviations for each question and typed student comments. In addition, a summary of all numeric ratings should be included. Please use the template available from the Dean's assistant for the summary. In addition, you will be asked to supply copies of your course syllabi. Also, the faculty review committee will report, for each class you have taught, the mean and standard deviation of the GPA of grades awarded. Finally, as mentioned above, your faculty colleagues will need to have observed your teaching prior to the fall semester of your tenure and promotion review year. Of course, you should feel free to supply other information about your teaching if you wish.