

# **CHECKLIST FOR FACULTY BEING REVIEWED FOR **TENURE****

**Effective July 1, 2009**

## CHECKLIST FOR FACULTY BEING REVIEWED FOR TENURE

The information given here -- based on *ARTICLES OF GOVERNMENT* -- is intended as a guide to the Reappointments and Promotions (R&P) process **but does not serve as a substitute for legislation.** Please refer to **Book I, Article IX, for FACULTY APPOINTMENT POLICIES.** Non-tenure track appointments are not subject to these procedures.

### Materials to be provided by the candidate:

For fall tenure review, provide by **April 15\***:

For spring tenure review, provide by **November 15\***:

\*If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.

- the names, telephone numbers and e-mail addresses of five people who may be contacted to nominate outside evaluators of your research. The list should be developed in conjunction with and approved in writing by the R&P Committee.

Nominators should include senior specialists from the larger field in which the candidate's special area of expertise is located. **In the case of associate professors being reviewed for tenure, nominators and evaluators must be full professors.** Please indicate your personal or professional relationship, if any, with those on the list and provide some background to indicate why they are appropriate nominators. Please exclude co-authors, thesis advisors, and those who have already reviewed your work from your list. In the interests of both propriety and fairness, please refrain from contacting the nominators.

- the names of your dissertation advisor and other members of the dissertation committee. They will be excluded as possible outside evaluators.
- the names of people whom you would not want to be evaluators.
- a brief description of the publications you plan to submit for review, in order to help identify appropriate evaluators of your work. This description should indicate the date and place of publication or the status of the publication if it is not already published (e.g., submitted, in press). Please also submit this list in electronic form to the Dean of the College and to the Associate Dean on the CFA. If you have published work in collaboration with others, please submit a list of co-authors and a description of your role in the work that led to publication.

For fall tenure review, provide by **July 15\***:

For spring tenure review, provide by **December 15\***:

\*If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.

- updated activities sheets (*see enclosed guidelines for completing activities sheets*)  
Nine sets needed: one to R&P Committee, one to faculty records, two to CFA, five for outside evaluators\*.
- current curriculum vitae  
Nine needed: one to R&P Committee, one to faculty records, two to CFA, five for outside evaluators\*.
- copies of publications and/or other creative work (*mark unpublished work, "Draft, not for distribution"*)  
Eight sets needed: one to R&P Committee, two to CFA, five for outside evaluators\*.

\*Note: a research statement situating your work in the field for the outside evaluators is recommended, although optional. If you choose to write one, five copies will be needed for the outside evaluators.

- a personal statement of your professional achievements and plans for the future  
Two or three needed: one to faculty records, one to CFA and, if you wish, a copy to your R&P Committee.

The personal statement should include information not easily found elsewhere in the record, such as: the way your courses contribute to the strength of your department's curriculum; special innovations and future plans in teaching, including the incorporation of technology; a summary of the objectives of your research program; a summary of work in progress and the directions you propose to take in the future; and the contributions of your committee service and other activities to your department and the College. This is an opportunity to mention any other matters you believe should be called to the attention of the CFA or R&P Committee as they consider your candidacy.

\*The five sets for outside evaluators should be **ready for mailing in Federal Express packaging** and delivered **unsealed** to the Office of the Dean of the College, Room 346B. We will be inserting the cover letter to the outside evaluator in each one.

The Office of the Dean of the College will reimburse the cost of books and the duplicating of articles, manuscripts, and unpublished work up to a maximum of \$500. If you need to have other materials reproduced, please contact the Dean's Office.

Candidates will receive from the Office of the Dean of the College copies of all correspondence between the CFA and R&P Committee (with names, identifying passages, and references to other individuals deleted). You may submit responses to this material and provide any other information to the R&P, CFA, or both. Your communications to the CFA are confidential and will not be given to the R&P, unless you send them a copy. Tenure candidates will also receive copies of outside evaluations with names and identifying passages deleted.

In the case of candidates being reviewed for tenure, the CFA may request copies of annual conversation reports and/or class visit reports from the R&P (with the exception of the two first-year developmental class visits). A tenure candidate's submission of a press contract might lead to a request from the CFA for the outside readers' reports.

Student evaluation questionnaires and unsolicited letters from colleagues and students are considered as part of the review process. Please note that, as required by legislation, (a) SEQs for tenure-track faculty in the first semester of the first year of a four-year initial appointment are not reported to the CFA or the departmental R&P committee; (b) SEQs for tenure-track faculty in the second semester of the first year of a four-year initial appointment are not reported to the CFA but are reported to the departmental R&P committee. (These exclusions do not apply to tenure-track faculty who have an initial appointment of less than four years; SEQs from the first and second semester of their first year are reported to both the CFA and the departmental R&P committee.) Finally, (c) SEQs for faculty in the year following a tenure decision are not reported to the CFA or the departmental R&P committee.

**Due dates for R&P recommendation:**

By October 15 each year, a list will be published of faculty members to be reviewed for reappointment, promotion, tenure, or merit increases in that academic year. The name of each faculty member under review will be included unless the candidate requests otherwise. Due dates for R&P recommendations are also included on the list.

Due dates for R&P recommendations will be as follows:

- a. **October 15\***: assistant professors being reviewed for tenure
- b. **March 15\***: associate and full professors being reviewed for tenure

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**Dates notifications are due to candidates:**

- a. fall tenure candidates: December 15
- b. spring tenure candidates: April 15