

# Workshop on the Tenure Review Process



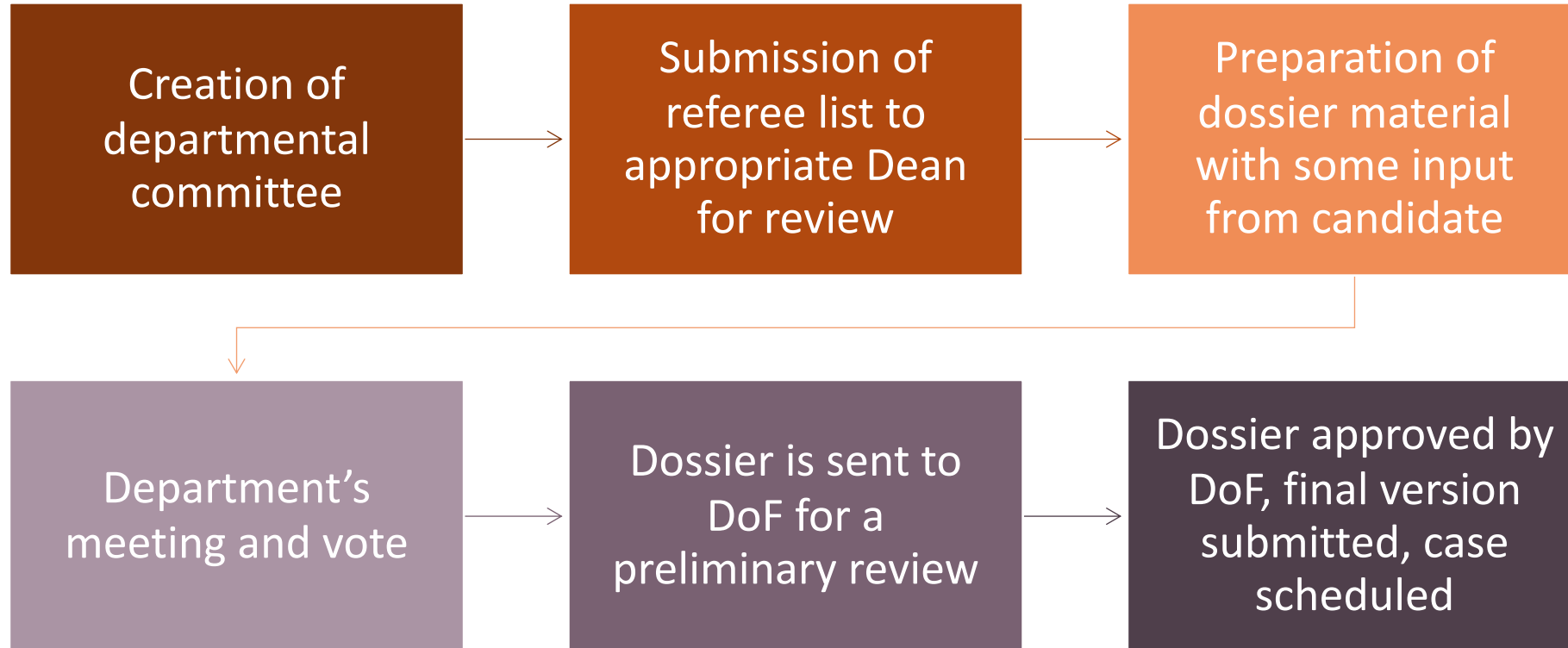
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Dean of the Faculty  
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# Online Resources

## Faculty Review and Promotion Page

- TPAC dossier preparation material
- Annual and mid-contract review guidance
- Deadlines & timelines for TPAC actions & annual reviews
- Policy documents
  - Faculty Rules and Regulations
  - Handbook of Academic Administration
  - Departmental standards & criteria

# Steps in the Preparation of the Dossier



# Tenure Timeline

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# Tenure Timeline

## Tenure review preparation

- starts more than two years before a tenure candidate's contract end date.
- timeline shown in following slides is for a candidate with a contract end date of June 30, 2023
- Timelines can be somewhat flexible, but the department should always check with DoF before committing to one.

# Tenure Timeline

## **Mid-March 2021**

DoF sends notification letter to department chair, copying the candidate, to provide information and deadlines for the tenure review.

## **by April 15**

Department identifies tenure committee and reports it to appropriate divisional dean (Dean of the Faculty, Dean of Public Health, Dean of Biology & Medicine, or Dean of Engineering)

# Tenure Timeline

## **by May 1**

The Candidate submits a list of potential reviewers (3-5 names) to the tenure committee. Candidate may also list individuals whom she/he does not wish to have as evaluators, with an explanation

The Committee creates its own list, independently. The committee then makes a combined, final version of the list that must include no fewer than 3 names from candidate's list. Candidate does not see final list.

# Tenure Timeline

## **by June 1**

The department submits the final list of potential letter writers to the divisional dean for review and approval, then solicitations are sent to evaluators.

At this time, candidate confirms with chair:

- What material will be sent to reviewers (CV will probably be sent out with the solicitation, publications may be sent later)
- When it will be sent
- The deadline for submitting updated material to committee



# Tenure Timeline

## **Guidance on CV and Statement**

- CV guidelines, Faculty Review and Promotion page
- Identify grad students and post-docs in publications
- If publications are co-authored, consider annotating CV to indicate contribution to the work
- Keep statement short (4-6) or well-formatted with sub headings
- Do not repeat information in the statement that is found in other parts of the dossier (e.g. lists of courses taught, grants received, etc.)

# Tenure Timeline

## **May – July**

The department assembles materials for the tenure case:

- Teaching evaluations
- Annual reviews
- Department standards and criteria

# Tenure Timeline

## **August – early Fall**

Department compiles dossier material, receives evaluation letters

Tenure committee prepares report

Any changes to the CV at this point should be highlighted so that TPAC knows what evaluators did and did not see.

# Tenure Timeline

## **Mid Fall**

Department meeting and vote

Candidates are invited to speak and/or present material at meeting, and must sign a waiver if they decline to attend

After the meeting, the department chair notifies the candidate of recommendation (positive or negative, but not exact vote)

# Tenure Timeline

## **December-early January**

Department uploads and submits dossier to DoF for review

Candidates have a right to speak and/or present material at TPAC, and will receive an email from DoF asking if they wish to appear or will waive that right

# Tenure Timeline

## **February - March**

Tenure cases are reviewed by TPAC

- Two pass system
- Department chair's visit to TPAC

After TPAC vote, dossier is sent to Provost for final decision.

# Annual Review Timeline

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Departments have their own internal deadlines, but may ask candidates to submit material in late spring or summer. This includes:

- CV
- Teaching material (syllabus, etc)
- Scholarly/creative work
- Some departments ask for a brief statement, this can also be used for documenting continued effects of the pandemic on research and teaching



# Annual Review Timeline

- Department chairs must submit draft reviews to deans by October 15
- Deans read drafts, comment and return to department
- Chair meets with candidate to discuss reviews, candidate signs confirmation of receipt
- Candidate has the right to respond to review in writing, this is kept with the review and included in the dossier for the next action (reappointment or tenure review)

# Reappointment Review Timeline

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# Reappointment Review Timeline

Departments have their own internal deadlines, but most ask candidates to begin collecting material in late spring-early summer. This includes:

- CV
- Statement
- Teaching material (syllabus, etc)
- Scholarly/creative work

# Reappointment Review Timeline

- Department uploads and submits dossier to DoF for review by September 15 deadline
- Candidates have a right to appear at TPAC, and will receive an email from DoF asking if they wish to appear or will waive that right
- Recommended appointment terms: 4 years, 2 years, no renewal
- Candidates will be notified of reappointment by Nov. 1

Questions?

