

Tenure Timeline

Candidate

Department

Dean/TPAC/Provost

Mid-March 2020 DoF sends notification letter to department chair, copying the candidate, to provide information and deadlines for the tenure review.

April 15 2020 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)

Handbook of Academic Administration (HAA): Chair of the department, in consultation with the candidate, shall appoint a tenure committee of no fewer than three persons to guide the evaluation procedure (if there are fewer than three tenured faculty in the department, appropriate faculty from other units shall be included on the committee).

May 1 Candidate submits a list of potential reviewers to the tenure committee. Candidate should supply 3-5 names for the committee, no more. There should always be more letters from the committee's list of writers in the final group of letters.

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.

HAA: The candidate shall supply the tenure committee with a list of outside individuals who would be appropriate external reviewers, as well as with a list of any individuals who s/he would prefer not be asked to serve in this capacity, along with the reasons for excluding them; the list(s) should be included in the dossier that is ultimately forwarded to TPAC. The candidate's objections to particular referees must be considered by the tenure committee but do not constitute a binding veto on the composition of the final list of referees.

June 1 Department submits the final list of potential letter writers to the appropriate divisional dean for review. The dean approves of list or makes suggestions. Once the list is approved, solicitations are sent to potential reviewers. The chair should confirm with the candidate as to when material will be sent to reviewers (immediately, later in the summer, etc.), what material will be sent, and when the candidate may submit updated material to the committee.

Any time from May Candidate (with help of department chair and/or department manager) assembles the following (numbering correlates to the TPAC Dossier Preparation Guide found on the **July** [Faculty Review and Promotion Page](#)):

5. Information on teaching (list of courses taught, syllabi, peer observations)
6. Candidate's current CV
7. Candidate's statement
8. Annual reviews
13. Department Standards & Criteria
14. Publications
15. Teaching evaluations

Sometimes the candidate only supplies the CV and statement, and the department chair or manager supplies the rest. After the material is assembled, it is turned over to the department.

June/July- into the fall The department chair, tenure chair, or the department manager:

- collects all the email responses from the potential letter writers. This becomes **#9 Department correspondence**
- creates **#11, Brief biographies of external evaluators**

Sept-Nov **#10 Letters of evaluation** from external reviewers are usually due to the department in this time range

- The department informs the candidate of the contents of the dossier (what is complete, and what is outstanding—no further detail or evaluator names)
- Check with your department chair about adding any new material or updates to the dossier

The semi-completed dossier goes to the departmental tenure committee, often a subset of the voting faculty in a department (if a department is small, tenure committee and voting faculty are one and the same)

Nov-early Dec The departmental tenure committee meets and reviews the letters
The tenure committee writes up the draft of **#4 Department Review of Scholarship, Teaching, and Service**

The (still) semi-completed dossier goes to the department's voting faculty, 1-2 weeks before the department meeting

The candidate is informed of the date of this meeting by the department chair or department manager, and is given the opportunity to attend it and present material. If the candidate waives the right, **#3, Waiver of candidate's right to a personal appearance before the department** is created. If the candidate chooses to attend the meeting, s/he may speak to the committee and/or present written material relevant to the promotion. The department meeting minutes will record this visit.

The departmental meeting is held, minutes are taken. The department chair informs the candidate of the recommendation (yes/no, without exact vote). This may first be done in person or by phone, but then should be followed up with an email within a week. The email becomes **# 2 Department recommendation, written explanation to the candidate** in the dossier [contact faculty-personnel@brown.edu for guidance and suggested language]. The department chair uses the template to write **#1 Cover memo** stating the department recommendation and adds it and **#12 minutes of the official meeting** to the dossier.

Once the dossier is complete, it is uploaded into Interfolio and sent to the next step. For departments reporting to the Dean of the Faculty, it goes directly to DoF for initial review. SPH, BioMed and SoE: the completed dossier is reviewed by appropriate divisional dean before being sent to DoF.

January 7 2021 The dossier is uploaded to DoF for initial review. If changes/additions need to be made, the department is asked to revise the dossier.

At this time, a DoF staff member will email the candidate, inform him/her of the right to attend the TPAC meeting, and ask if the candidate will request a visit to TPAC or will waive the right to appear.

The completed dossier is the forwarded to the Tenure, Promotions, and Appointments Committee (TPAC)

February TPAC begins the first pass of tenure dossiers, (TPAC meets every Wednesday throughout the semester). TPAC may formulate a list of questions for the department chair; if there are questions, a DoF staff member conveys these questions to the chair, who may either respond in writing or decide to answer the questions at the second TPAC meeting on the case. The department chair is always invited to this second meeting, and may elect to have the tenure committee chair attend the meeting, as well.

****If a candidate elects to meet with TPAC, s/he may appear alone or ask the department chair to accompany her/him.****

Second meeting takes place, TPAC votes. TPAC chair informs the department chair of the recommendation (yes/no, without exact vote), department chair informs the candidate.

The dossier and the TPAC recommendation move to the Provost. In the case of a negative recommendation from either the department or TPAC, the dossier also goes to the Procedural Integrity Committee (PIC) and is reviewed for procedural fairness and for adherence to the Corporation Statement on Nondiscrimination.

The Provost receives the dossier from the appropriate dean, who shares her/his thoughts on the case. The Provost reviews the dossier and the department's and TPAC's recommendation. 30 days are allowed between the Provost's receipt of the dossier and his decision. The Provost conveys his decision to the President, who signs off on the decision.

A DoF staff member calls the department chair to informally inform the chair of the decision. The chair then informs the candidate. The appropriate dean sends a letter to the candidate, which is the official notification.

Timeline for calendar year appointments

(Example provided assumes contract end date of December 30, 2022)

Late September 2020	Dof sends notification letter to department chair
October 15	Department identifies tenure committee
November 1	Candidate submits a list of potential reviewers to his/her tenure committee
December 1	Department submits the final list of potential letter writers to the appropriate divisional dean for review
Any time from December –January	Candidate (with help of department chair and/or department manager) assembles dossier material (CV, statement, publications, etc.)
December-Spring 2021*	The department chair, tenure chair, or the department manager solicits letter writers and collects letters
Spring –Summer	The dossier is completed
September	Department meeting and vote, the cover memo and meeting minutes are added to the dossier
October 1	The dossier is uploaded to DoF for initial review
October-November	TPAC reviews the dossier, forwards the recommendation to the Provost
Early December	Promotion review is complete and candidate is notified

*timing varies, depending on department