



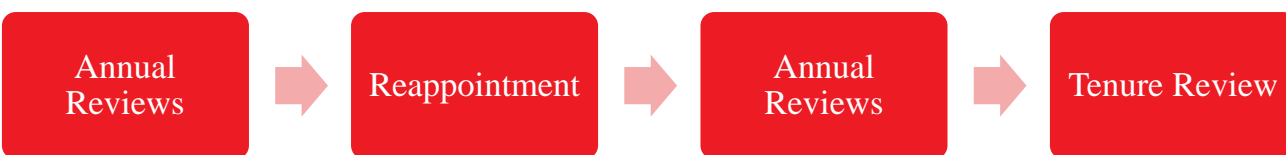
Pre-Tenure and Tenure Review Processes



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The process(es)



Timeline

Your initial appointment is 4 years, you are reappointed in the 4th year, and you are considered for tenure in the 7th.

Extending the clock

- Parenting
- Extraordinary Circumstances
- Medical leaves

Shortening the clock

- You can't go up for reappointment early, but you can go up for tenure at any time at your request (but you only have one shot at it).

Standards

Your local standards and criteria guide the entire process, including annual reviews, reappointment reviews, and tenure and promotion.

TPAC reviews the dossier to assess how your record compares to those standards, using the reports written by the experts in the field (both your colleagues here and the external reviewers).

Joint appointments

Know which unit(s) are tenure-granting

All reviews should be conducted by a joint committee, but often one unit takes the lead

Ask lots of questions

- Does one unit take the lead on judging research?
- What sorts of letter writers should you expect to have?
- How will teaching in each unit be evaluated?
- What does success look like?
- What happens if they can't agree?

Annual Reviews

- Departments must submit annual review drafts to Deans by October 15th each year

Departments have their own internal deadlines, and 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

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- Before the October 15 deadline, all tenured faculty in the department read, discuss, and approve the review
 - 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

- First action at the Tenure, Promotion, and Appointments Committee



Most departments ask candidates to submit material in late spring-early summer of your third year. This includes:

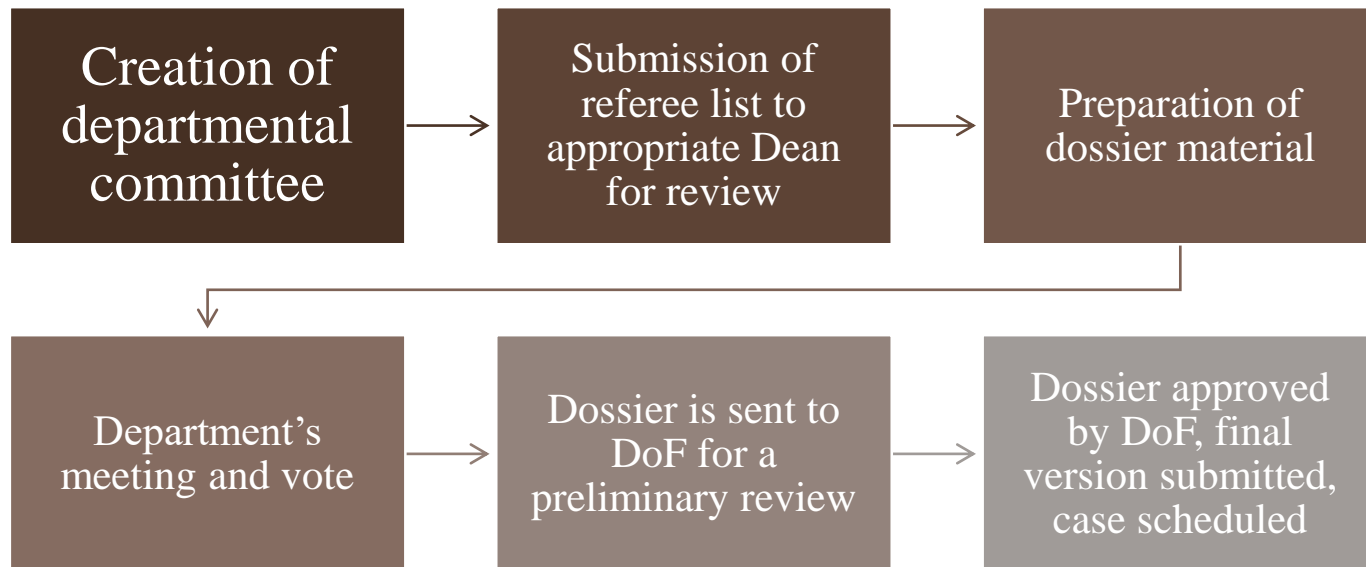
- CV
- Statement
- Teaching material (syllabus, etc)
- Scholarly/creative work

NOTE: All dates assume a summer start, check with Anne Windham to confirm dates if you had a January 1 start

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- Department uploads and submits dossier to DoF for review by September 15 deadline
 - Candidate-generated materials
 - Departmental (committee) report
 - Department vote and meeting minutes
 - All annual reviews
 - 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

Tenure review

- You should review your department's standards & criteria which guide all decisions in the process
- Process starts in the spring of your 6th year on the tenure clock



Timeline (again)

- Process starts in the spring of your 6th year on the tenure clock
- Think and ask about the best timing for field-specific activities that move your research forward
 - Fieldwork/Archival work
 - Manuscript workshops (for book MS)
 - Junior sabbatical
 - Building your lab group

Example of someone with a contract end date of June 30, 2027 (6th year now)



Mid-March 2025

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)

by May 1

The Candidate submits a list of potential reviewers (3-4 names) to the tenure committee. Candidate may also list individuals whom they do 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.

May - July

The department assembles materials for the tenure case:

- Teaching evaluations
- Annual reviews
- Department standards and criteria

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, statement and publications may be sent later)
- When it will be sent
- The deadline for submitting updated material to committee

Some comments about your 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 pages) 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.)

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.

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)

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

February - March

Tenure cases are reviewed by TPAC

- Two pass system for tenure cases
- Department chair's visit to TPAC

TPAC chair calls the department chair after the meeting, dept chair informs candidate of recommendation

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

DoF staff first call department chair with the decision, then formal letter is sent to candidate.

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- If you forget this information, lose your notes, or want links to the underlying faculty rules that govern the process: <https://dof.brown.edu/tenure-promotion>

(More) Questions?