



# Pre-Tenure and Tenure Review Processes



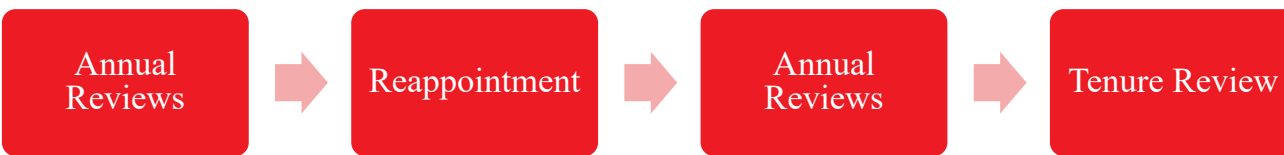
February 1, 2024

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# The process(es)

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# Annual Reviews

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- 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

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- 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

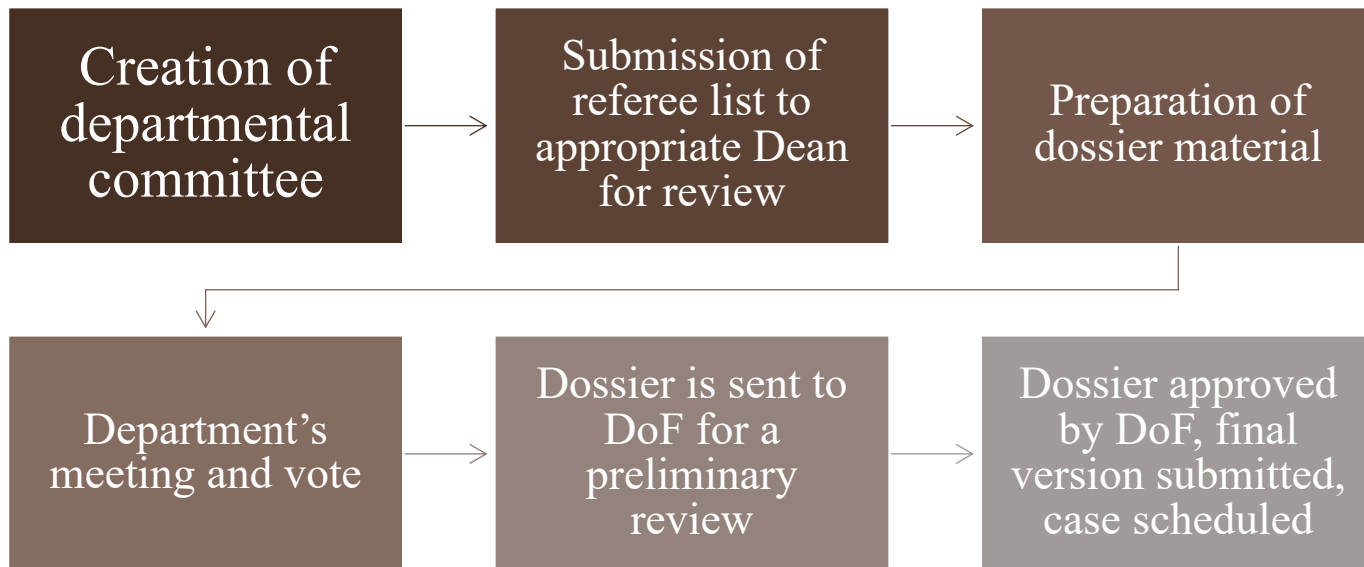
NOTE: All dates assume a summer start, check with Anne Windham to confirm dates if you had a January 1 start

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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

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



# Example of someone with a contract end date of June 30, 2026 (6<sup>th</sup> year now)

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## **Mid-March 2024**

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)



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## 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.

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## May - July

The department assembles materials for the tenure case:

- Teaching evaluations
- Annual reviews
- Department standards and criteria

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## 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

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- [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.)

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## 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.

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## 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)

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## **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

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## 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?

# Session questions

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- Who observes my teaching?
  - A tenured member of your department. ([Peer observation of teaching guidelines](#))
  
- How are digital publications considered in the tenure process?
  - This will vary department to department; if it is not addressed in the standards and criteria, you should discuss it with your chair.

# Session questions, continued

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- How do I navigate the path to tenure if I am jointly appointed in two departments/programs?
  - Those details are often worked out at the time of your hire. If they are unclear, speak to your chairs.
- What happens if someone is reappointed for two years instead of four?
  - The faculty member receives a second reappointment review two years later.

# Session questions, continued

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- How is time on the tenure track prior to Brown considered in the tenure process?
  - The tenure review considers a candidate's accomplishments and their trajectory, so academic work prior to Brown may be considered as evidence of a candidate's trajectory.
- Are letter-writers considered conflicted if we have been coauthors?
  - Not necessarily. There are multiple factors to consider, such as frequency of collaboration, nature of the collaboration, and whether the coauthor stands to benefit from your successful tenure review (e.g. former advisors).