

Tenure Timeline

Candidate

Department

Dean/TPAC/Provost

The following schedule reflects the timeline for an academic year appointment. The department chair in consultation with the candidate may modify departmental deadlines as appropriate to meet University deadlines.

Mid-March	DoF sends notification letter to department chair, copying the candidate, to provide information and deadlines for the tenure review.
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). Handbook of Academic Administration (HAA): Chair of the department, in consultation with the candidate, shall appoint a tenure committee of at least 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. <u>Candidate should supply 3-5 names for the committee, no more.</u> 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. <u>Candidate does not see final list.</u> 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
By 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.
Between May and July	Candidate (with help of department chair and/or department manager) assembles the following (numbering correlates to the TPAC Dossier Preparation Guide found on the Faculty Tenure and Promotion Page): <ol style="list-style-type: none">5. Information on teaching (list of courses taught, syllabi, peer observations)6. Candidate's current CV7. Candidate's statement8. Annual reviews13. Department Standards & Criteria14. Publications15. 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.

Summer – early fall

The department chair, tenure committee chair, or department manager:

- Collects all the email responses from potential letter writers, noting whether the individual accepted or declined the invitation to write. These responses, along with the solicitation letter, become **#9: Department correspondence**.
- Creates **#11: Brief biographies of external evaluators** for each person who agrees to write.

September – November

The department chair or tenure committee chair:

- Collects **#10: Letters of evaluation** from external reviewers.
- Informs the candidate of the contents of the dossier (only what is complete and what is outstanding, no further detail or evaluator names).

September – November

The candidate provides any updated or missing material for the dossier, if necessary.

November – early December

The departmental tenure committee meets to review the letters and the updated dossier material, then prepares a draft of **#4: Department review of Scholarship, Teaching, and Service**.

The department chair schedules a meeting of the voting faculty in time to meet the dossier submission deadline of January 7th. The candidate scheduled for tenure review should also be notified at least one week in advance of the time and date of the meeting and sent a waiver of their right to appear (dossier document #3).

The departmental tenure committee should forward the current dossier, including their draft of the Departmental Review of Scholarship, Teaching, and Service, to the department voting faculty one-to-two weeks before the scheduled meeting.

November – early December

The candidate returns the appearance waiver or informs the department chair of their intention regarding an appearance at the department meeting.

November - December

The departmental meeting is held, minutes are taken. If the candidate chooses to attend the meeting, the minutes should record the visit. 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**. Both the cover memo and the minutes should be circulated to the department voting faculty prior to submitting the dossier.

By January 7th

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. For departments reporting to SPH, BioMed, or SoE, the completed dossier is reviewed by appropriate divisional dean before being sent to DoF.

As dossiers are received

The Dean of the Faculty office reviews submitted dossiers for completion and clarity. If changes or additions need to be made, the department is asked to revise the dossier. Completed dossiers are forwarded to the Tenure, Promotions, and Appointments Committee (TPAC).

A DoF staff member will email the candidate to inform them of their right to attend the TPAC meeting at which their tenure case is discussed, and ask if the candidate will request a visit to TPAC or waive the right to do so.

Mid-January	Candidates for tenure respond promptly to the notification of their right to appear at TPAC and indicate their intention to waive or schedule their visit. If a candidate chooses to appear, they may attend alone or ask the department chair to accompany them.
February	<p>TPAC begins the first pass of tenure dossiers (TPAC meets every Wednesday throughout the semester). TPAC may vote on the case at the first meeting, or it may continue discussion of the case at a second meeting. The committee 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.</p> <p>TPAC's recommendation is forwarded 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.</p>
February – April	<p>The Provost reviews the dossier and the recommendations from TPAC and the department, and may also consult the appropriate divisional dean. The Provost has 30 days to make a decision on the recommendation, which is then forwarded to the President, who signs off on the decision.</p> <p>A DoF staff member informs the department chair of the final decision, who in turn informs the candidate. The appropriate dean sends a letter to the candidate, which is the official notification.</p>

Timeline for calendar-year appointments

(Example provided assumes contract end date of December 31)

Late September	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
December – January	Candidate (with help of department chair and/or department manager) assembles dossier material (CV, statement, publications, etc.)
December – Early Spring*	The department chair, tenure chair, or the department manager solicits 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