

## Guidelines for Appointments with Tenure

9/27/2018

### Preamble

When a department is authorized to recruit into a senior faculty position, and the successful candidate is offered the position with tenure, subject to the approval of the Board of Trustees, an expedited tenure consideration is in order. The principle upon which this expedited tenure consideration is based is that the search committee, subject to normal recruitment processes and approvals within the pertinent department and college/school, has in large measure assumed the task normally assigned to the Department Personnel Committee of ratifying the candidate's qualifications for tenure. Approvals of the candidate's hire by the Department Chair, Dean, and Provost have, further, served as early proxies for their assessments that the candidate is deserving of tenure.

### Organization of Expedited Tenure File

Please number all folders as demonstrated here. Teaching evaluations (as available) and copies of publications/creative works should be scanned and made available with these materials.

1. Table of Contents
2. Recommendation of the Dean
3. Recommendation of the College/School Personnel Committee
4. Recommendation of the Chair (as applicable)
5. Recommendation of the Department Personnel Committee (as applicable)  
*Recommended length: 600-1200 words.*
6. Candidate's *Curriculum Vitae*
7. Candidate's Personal Statement  
*Recommended length: 600-900 words.*
8. Waiver of Right of Access to Letters of Recommendation Form
9. Copies of the letters sent by the department chair/DPC chair to external reviewers soliciting their evaluations and informing them whether the candidate has or has not waived access to their letters.
10. Three letters evaluating the candidate's Research, Scholarship, Creative Activity\*
  - A. *Departments may choose to use letters of recommendation in the candidate's hiring file for this purpose, as long as, in their judgment, they comment in sufficient detail on the candidate's scholarship, but only after due notification from the department to the recommenders that:
    - 1) Their recommendation will be used for the purpose of the tenure consideration; and
    - 2) The candidate has or has not waived access to their recommendation.*
  - B. *Recommenders may, as appropriate, be invited at their option to provide more detail than their original letter provides concerning the candidate's research, scholarship, or creative activity.*

- C. *If, after following steps A and B above, the department does not have three letters it deems sufficiently evaluative, it may seek the required number of additional letter(s) from qualified scholars. These recommenders may be nominated by the candidate or by the department; once approved by the department, they should be contacted by the department, notified that their assessment of the candidate's research, scholarship or creative activity is being sought for the purpose of an expedited tenure review upon hire, and informed whether or not the candidate has waived access to their recommendation.*
11. **One letter evaluating teaching\***
- A. *Departments may choose to use a letter of recommendation in the candidate's hiring file for this purpose, as long as, in their judgment, it comments in sufficient detail on the candidate's teaching, but only after due notification from the department that:*
- 1) *His/her adjusted recommendation will be used for the purpose of the tenure consideration; and*
  - 2) *The candidate has or has not waived access to this recommendation.*
- B. *The recommender may, as appropriate, be invited at his/her option to add more detail to the original letter.*
- C. *If no letter in the hiring file is deemed sufficiently evaluative of teaching for the purpose of the tenure review, the department should seek an additional letter. Potential recommenders may be nominated by the candidate or by the department (choosing from those best positioned to evaluate the candidate's teaching performance: e.g., previous program head, department chair, or dean). Once approved by the department, the potential recommender of teaching should be contacted by the department, notified that his/her assessment of the candidate's teaching is being sought for the purpose of an expedited tenure review upon hire, and informed whether or not the candidate has waived access to their recommendation.*
12. **Copies of student course evaluations from previous institutions (as available)**
13. **A selection of teaching materials (e.g., syllabi, assignments) for selected courses**
14. **Copies of publications**
15. **One service letter\***
- The department may exert its judgment about whether the letters of recommendation presented concerning scholarship and/or teaching also provide a sufficiently detailed assessment of the candidate's service. If no other letter in the file is deemed sufficiently evaluative of service for the purpose of the tenure review, the department should seek an additional letter from a list of potential recommenders submitted by the candidate. The department will seek such a recommendation with due notification to the recommender:*
- (a) *that this assessment is being sought for the purpose of an expedited tenure review upon hire, and*
  - (b) *whether or not the candidate has waived access to the solicited recommendation.*

*\*A single letter may, as appropriate, serve as an evaluation of more than one area (scholarship, teaching, service); in such case, its multiple role should be made clear in the TOC. Except in exceptional circumstances, departments are encouraged to limit the file to the number of letters specified here.*