

Tenure & Promotion Process for T/TT Faculty in SCHOOLS

Candidate Prepares Tenure & Promotion Binder in Consultation with Dean/School TPR Committee & Submits it for Review

- Discussion 1 WITH CANDIDATE (OPTIONAL) School Dean and School TPR Committee provide constructive feedback on strength of the application.
- NOTE: For non-mandatory reviews, candidates should consult the Faculty Handbook (Appendix I: Section 5.6 or 6). Candidates are entitled to seek promotion or early tenure regardless of feedback.

School Identifies External Evaluators

NOTE: Dean solicits external evaluations according to school charter and emphasizes TPR confidentiality.

School TPR Committee Reviews Binder & External Evaluation Letters

- Document 1 TO DEAN (**REQUIRED MEMO**) Evaluation of academic performance.* Clearly states recommendation regarding tenure and/or promotion. This document is added to the candidate's binder.
- TO CANDIDATE (OPTIONAL NOTIFICATION) Notification according to school charter guidelines that the committee has completed its review.
- NOTE: In the case of <u>early tenure review</u>, the candidate will be notified of the committee vote and may
 decide to stop the process. While they may withdraw at any point, once materials go to the inter-school
 committee, candidates will be ineligible for tenure review until their mandatory year.

School Dean Forwards Binder (Without Comment), Inter-school Committee Reviews Binder

- Document 2 TO DEAN (**REQUIRED MEMO**) Recommendation regarding tenure and/or promotion with a report of the committee conclusions*, reporting a vote if such took place; all members of the committee will sign the report. This document is added to the candidate's binder.
- TO CANDIDATE (OPTIONAL NOTIFICATION) Notification according to school charter guidelines that the committee has completed its review.

School Dean Reviews Binder

- (OPTIONAL) Dean may request additional/clarifying information from candidate, external reviewers, school TPR committee, and/or inter-school TPR committee.
- Document 3 TO PROVOST (**REQUIRED MEMO**) Recommendation regarding tenure and/or promotion. This document is added to the candidate's binder.
- Document 4 TO CANDIDATE (**REQUIRED MEMO**) Written communication of the dean's recommendation to the provost. Copy is added to the candidate's binder.
- TO CANDIDATE (OPTIONAL) When the recommendation is negative and the candidate makes a request, the dean may submit a written statement justifying recommendation that specifies performance deficiencies.

Provost Reviews Binder

- **REQUIRED**: Provost makes recommendation to president.
- **REQUIRED**: President will inform provost of the recommendation to be presented to the Board of Trustees. When the recommendation is positive, the president communicates this to the Board of Trustees for their action.
- TO CANDIDATE (**REQUIRED MEMO**) Provost notifies candidate as to whether tenure and/or promotion will be recommended to the Board of Trustees.
- TO CANDIDATE (OPTIONAL) When the recommendation is negative and the candidate makes a request, the provost may submit a written statement specifying where the candidate's performance is deficient.

Board of Trustees Acts on Provost's Recommendation