

CHECKLIST FOR DEPARTMENTAL REVIEW PROCESS FOR TENURE and/or PROMOTION

√ TENURE or TENURE & PROMOTION	√ PROMOTION ONLY
Provost notifies School Dean/Dept Chair that member is eligible (September 1). ¹	By October 1, faculty member requests a meeting with Chair, and based on discussion, informs Chair of intent to pursue promotion.
Chair confers with tenured members of department. There must be at least 3 tenured members. ²	Chair confers with tenured members of department.
By 10/15: Candidate submits dossier. Chair adds recommendation letters to dossier, including at least one letter from an outside expert. Chair adds systematic, uniform gatherings of student opinion from the departmental files (available from Provost's Office if not in departmental files).	By 10/15: Candidate submits dossier. Chair adds recommendation letters to dossier, including at least one letter from an outside expert. Chair adds systematic, uniform gatherings of student opinion from the departmental files (available from Provost's Office if not in departmental files).
All tenured members arrange class visits and review dossier.	Tenured members review dossier.
Chair calls a meeting to discuss case.	Chair calls a meeting to discuss case.
All tenured members vote by signed ballot.	All tenured members vote by signed ballot.
Chair tallies votes and announces result.	Chair tallies votes and announces result.
Each tenured member writes to Chair explaining decision.	*If department vote is unanimous, all members may sign letter that Dept Chair writes to School Dean.
	*If department vote is not unanimous, each department member writes a detailed letter explaining his/her individual vote.
	*If fewer than a majority have approved, Chair informs candidate, who may choose to withdraw application for promotion.
	*If candidate does not withdraw application, those voting proceed as above, writing individually to Chair explaining their decision.
If Chair's decision in the case does not reflect the majority view in the department, the cover letter should clearly state his/her reasons for dissent.	If Chair's decision in the case does not reflect the majority view in the department, the cover letter should clearly state his/her reasons for dissent.
By 11/1, Chair forwards dossier including all signed ballots and letters to the School Dean. Dean includes letter supporting or not supporting tenure/promotion and forwards completed dossier to the Provost no later than 11/15.	By 11/1, Chair forwards dossier including all signed ballots and letters to the School Dean. Dean includes letter supporting or not supporting promotion and forwards completed dossier to the Provost no later than 11/15.

¹Early tenure may be granted only when the faculty member shows extraordinary merit in teaching, scholarship and research, and institutional service. [3.11.2]

²In the event that there are fewer than three tenured members in the department, the Chair convenes a committee of at least three tenured faculty, mutually agreed upon by the faculty member under review and by the Chair.

√ **CANDIDATE CHECKLIST**

	Solicit any recommendation letters from outside the department or College. Must include at least one letter from an outside expert in the candidate's academic field who can comment on the faculty member's professional work. Deadline for receipt of all letters is 10/15. All letters should be sent to the Department Chair.
	updated <i>curriculum vitae</i>
	detailed and reflective cover letter from the candidate outlining his/her case for tenure
	appropriate documentation of the candidate's performance in all areas of Criteria for Evaluation (3.9.6) in which he/she has been active
	a list of any recommendations the candidate has solicited from outside his/her own department or from outside the College
	By 10/15: Submit completed dossier to Department Chair. Confirm with Department Chair that all solicited recommendation letters have been received.