**Tenure Procedures and Forms**

**Reference Documents**

TTU Policy 204: Faculty Appointments

TTU Policy 205: Academic Tenure

TTU Tenure-Track Schedule

**Purpose**

The forms are intended to facilitate and systematize tenure recommendation procedures on a university-wide basis. If non-substantive errors are made in the record-keeping portion of the procedures (such as failure to record initial action taken, misreporting of the number of peers, etc.) or if further clarification is required, these errors may be corrected or clarifications made at any level of review without impacting the timeline for review.

**Overview of Tenure Review Process**

As described in Policy 205, Faculty Tenure, Section VIII, faculty tenure review process includes annual evaluation of faculty on tenure-track appointment and 5th or 6th year review for tenure recommendation. The **Annual Tenure-Track Review Process (Year 1 – Year 5 pre-tenure)** belowprovides forms and guidelines for the annual evaluation process. Similarly, **Tenure Review Process (Year 5 or Year 6)** belowprovides forms and guidelines for the review for tenure recommendation.

**Annual Tenure-Track Review Process (Year 1 – Year 5 pre-tenure)**

Policy 205, Section VII describes the Criteria to be Considered in Tenure Recommendations and Section VIII.B. describes the Assessment of Satisfactory Progress Toward Tenure. Tenure-track faculty, departmental/unit chairs and qualified peers shall review these sections and be familiar with the process. The forms listed below (designated AT for Annual Tenure-Track) provide guidance of the process so appropriate procedures will be followed.

**NOTE: For Tenure-Track Faculty** - use Form AT5 to prepare tenure dossier;

 **For Department/Unit Chairs and qualified peers** - use Forms AT3 to follow

tenure-track review procedures

* Form AT1 FACULTY TENURE COVER SHEET

This form provides a quick summary of the candidate’s achievements. The candidate should complete this form

* Form AT2 SUMMARY OF ANNUAL PEER EVALUATION OF TENURE-TRACK FACULTY

This form is used for tenure-track years 2-5 pre-tenure, or until the candidate applies for tenure to summarize the vote, area of emphases ratings, and comments.

* Form AT3 ANNUAL PEER EVALUATION OF TENURE-TRACK FACULTY: FLOW AND CHECK-OFF LIST

This form is a step-by-step check-off list for the annual peer evaluation of tenure-track faculty.

* Form AT4 LIST OF DEPARTMENTAL/UNIT PEERS

This form is a list of peers qualified to vote on tenure-track faculty, prepared by the departmental/unit chair.

* Form AT5 CHECKLIST OF REQUIRED ITEMS FOR ANNUAL TENURE-TRACK EVALUATION DOSSIER

This form is a checklist for the tenure-track faculty candidate.

* Form AT6 ANNUAL PEER EVALUTION OF TENURE-TRACK FACULTY SUMMARY

**Tenure Review Process (Year 5 or Year 6)**

Policy 205, Section VII describes the Criteria to be Considered in Tenure Recommendations and Section VIII describes the Tenure Review Process. The tenure candidate, qualified peers, and all individuals involved in tenure reviews shall review these sections and be familiar with the process. The forms listed below provide guidance of the process so appropriate procedures will be followed.

This overview describes a step-by-step course of actions of the tenure review process and correlated procedures for tenure recommendations as described in Policy 205, Section VIII.D. The deadlines of notification, dossier submission, peer review, and notice of decision, etc, are listed on the Tenure-Track Schedule.

**Actions by the Department/Unit Chairs and Committee Chairs – Policy 205, Section VIII.C and D.1-11**

1. Early in the Fall semester, the departmental/unit chair shall identify those in the department eligible for tenure (Form T3). The departmental/unit chair shall notify the faculty members who are eligible for tenure by September 1 per Policy 205, Section VIII.D.2 (Form T6 or T6a).
2. By September 15, the departmental/unit chair shall compile a list of departmental/unit peers qualified to vote in consideration of tenure (Form T4) and constitute the tenure committee per Policy 205, Sections VIII.C and VIII.D.4. The committee shall elect a committee chair.
3. The tenure committee chair will receive the tenure candidate’s dossier materials no later than October 15.
4. The tenure committee chair shall send letters to all departmental/unit peers and the departmental/unit chair requesting evaluating information for the candidate’s tenure dossier (Form T7 and T8). The committee chair shall also send letters to non-peer evaluators as appropriate (Form Letters T9-T12). Include all letters received in the dossier.
5. The tenure committee chair shall ensure that the candidate’s tenure dossier is properly assembled as outlined in Form T5 soon after October 15.
6. In consultation with the members of the committee, the tenure committee chair shall prepare a report on the content of the tenure dossier consistent with content outlined in Policy 205, Section VII and submit the report to the departmental/unit peers.
7. Per Policy 205, Section VIII.D.9, the tenure committee chair shall send letters inviting the departmental/unit peers and departmental/unit chair to view the dossier and schedule a meeting to discuss the merits of the candidate and vote on the tenure recommendation (Form Letter T13 and Form T14). This is to be completed by November 21.
8. The tenure committee chair shall summarize the discussion held at the meeting and compile the voting results (Form T15).
9. Copies of T15 shall be sent to the tenure candidate and added to the candidate’s dossier.
10. The tenure committee chair shall send the completed dossier to the departmental/unit chair.
11. The departmental/unit chair shall review the completed dossier, make a recommendation using Form T2, and write a letter explaining his/her tenure recommendation. This letter shall be sent to the candidate and added to the dossier behind T2. The candidate’s dossier shall then be sent to the dean. This is to be completed by January 10.

**Actions by Deans – Policy 205, Section VIII.D.12**

The dean shall review the completed dossier, make a recommendation using Form T2, and write a letter explaining his or her tenure recommendation. A copy of the letter is to be sent to the faculty member, the departmental/unit chair and added to the dossier behind T2. The dossier along with the dean’s letter is to be sent to the provost by February 15.

**Actions by Provost - Policy 205, Section VIII.D.13**

The provost shall review the completed dossier, make a recommendation using Form T2, and write a letter explaining his/her tenure recommendation. A copy of the letter is to be sent to the faculty member, the dean of the college, the departmental/unit chair and added to the dossier behind T2. The dossier along with the provost’s letter is to be send to the president by March 15.

**Actions by President - Policy 205, Section VIII.D.14**

The president shall review the completed dossier, make a recommendation using Form T2, and make a recommendation. If the recommendation is affirmative, the president will submit the dossier to the Board. If the recommendation is in the negative, the president will inform the candidate by letter and send a copy to the provost, the dean, and the departmental/unit chair.

**Actions by the Board - Policy 205, Section VIII.D.15**

When the Board takes action, the president shall inform the faculty member by letter and return the completed dossier to the departmental/unit.

**NOTE: For Tenure-Track Faculty** – use Forms T5 to prepare and assemble tenure dossier.

 **For Other Individuals Involved in the Process** - use Forms T3 to follow tenure

review procedures

* Form T1 TENURE COVER SHEET

This form provides a quick summary of the candidate’s achievements.

* Form T2 TENURE REVIEW SUMMARY SHEET

The chairperson of the tenure committee initiates this form after the departmental/unit peers have voted. Each step listed on this form should be initialed and dated.

* Form T3 FACULTY TENURE REVIEW AND RECOMMENDATIONS: FLOW AND CHECK-OFF LIST

This form serves as a list for tenure consideration, review and recommendations.

* Form T4 LIST OF DEPARTMENTAL/UNIT PEERS

This form is a list of peers qualified to vote on faculty applying for tenure.

* Form T5 CHECKLIST OF REQUIRED ITEMS FOR TENURE DOSSIER

This checklist outlines items the tenure candidate needs to include in his/her tenure dossier.

* Form T6 FORM LETTER TO FACULTY MEMBER TO BE CONSIDERED FOR TENURE

Use for 6th year tenure-track candidates. This is the first step taken by the departmental/unit chairperson after determining that a faculty member meets the requirements to be considered for tenure.

* Form T6a FORM LETTER TO FACULTY MEMBER TO BE CONSIDERED FOR TENURE

Use for 5th year tenure-track candidates. This is the first step taken by the departmental/unit chairperson after determining that a faculty member meets the requirements to be considered for tenure.

* Form T7 FORM LETTER TO PEER EVALUATOR REQUESTING

INFORMATION FOR A FACULTY MEMBER'S TENURE DOSSIER.

* Form T8 FORM LETTER TO THE CHAIRPERSON OF THE DEPARTMENT/UNIT

This form letter requests the departmental/unit chairperson to submit relevant information that may be available at the department/unit or college level that may be significant to the tenure decision of the peers.

* Form T9 FORM LETTER TO THE ADMINISTRATOR TO WHOM THE FACULTY MEMBER IMMEDIATELY REPORTS

Some faculty members report immediately to an administrator or supervisor, such as a Director of a Center of Excellence, other than their departmental/unit chairperson. This form is used to request submissions to the tenure dossier from that administrator/supervisor.

* Form T10 FORM LETTER TO A NON-PEER EVALUATOR REQUESTING INFORMATION FOR A FACULTY MEMBER'S TENURE DOSSIER

This form letter may be used for any non-peer evaluator, including former students and advisees, for the convenience of the committee chairperson in soliciting material from evaluators suggested by the candidate. This is not explicitly required for tenure candidates.

* Form T11 FORM LETTER TO FORMER STUDENT

This is not explicitly required for tenure candidates.

* Form T12 FORM LETTER TO ADVISEE

This is not explicitly required for tenure candidates.

* Form T13 FORM LETTER TO UNIT PEER EVALUATOR SCHEDULING A VOTE

This form letter shall be sent to all departmental/unit peers inviting them to review the faculty candidate’s dossier, attend a meeting to discuss the merits of the candidate, and vote by secret ballot.

* Form T14 PEER EVALUATION OF A TENURE CANDIDATE
* Form T15 FORM LETTER TRANSMITTING THE TENURE COMMITTEE REPORT AND THE PEER VOTE RESULTS TO THE TENURE CANDIDATE

This letter shall include a summary the vote, area of emphases ratings, and comments.

**Dossier – Order and Presentation**

Dossier Order of Documents:

 Form T1 Tenure Cover Sheet

 Form T2 Tenure Review Summary Sheet - initialed and dated at each step.

Letters from departmental/unit chair, dean, and provost shall be included.

\_\_\_\_\_\_Form T3 Faculty Tenure Review and Recommendations: Flow and Check-Off List

– initialed and dated at each step

 Form T4 List of Departmental/Unit Peers

 Form T5 Checklist of Required Items for Tenure Dossier (Initial each entry)

 CV

\_\_\_\_\_\_Agreements on Responsibilities (AOR) - from last 5 years or since initial employment.

Place in reverse chronologic order.

\_\_\_\_\_\_Student Course Evaluations – for all classes taught in last 5 years or since initial

employment. Place in reverse chronologic order.

\_\_\_\_\_\_Grade Distribution Reports - for all classes taught in last 5 years or since initial

employment. Place in reverse chronologic order.

\_\_\_\_\_\_Faculty Annual Reports – for last 5 years or since initial employment. Place in reverse

chronologic order.

\_\_\_\_\_\_Additional Materials (optional) – Related to teaching, research/scholarship/creative

activity, and service/outreach.

\_\_\_\_\_\_Form AT2 Summary of Annual Peer Evaluation of Tenure-Track Faculty – for

tenure-track years 2-5, or until applying for tenure. Place in reverse chronologic order.

\_\_\_\_\_\_Form T6 or T6a Form Letter to Faculty Member to be Considered for Tenure -

signed and dated by departmental/unit chair and tenure candidate

\_\_\_\_\_\_Form T7 Letters from Peers – in response to Form T7, signed

\_\_\_\_\_\_Form T8 Letter from Departmental/Unit Chair (if submitted) – in response to Form

T8, signed

\_\_\_\_\_\_Form T9 Letter from Administrator – in response to Form T9, signed

\_\_\_\_\_\_Form T10 Letters from Non-Peers (if submitted) – in response to Form T10,

Form T11 Letters from Former Students (if submitted)

Form T12 Letters from Advisees (if submitted)

\_\_\_\_\_\_Report Report on Dossier – Summary of dossier prepared by tenure committee

chair, signed and dated

\_\_\_\_\_\_Ballots Original marked ballots - bottom portion of Form T14 must be included

\_\_\_\_\_\_Form T15 Form Letter Transmitting the Report of the Departmental/Unit Tenure

Committee and the Vote of the Departmental/Unit Peers to the Faculty Member Who is Being Considered for Tenure - signed and dated by tenure candidate

Dossier Presentation:

* Use a 3-ring binder (2” or 3”)
* Use tab dividers – one for each entry listed above, except letters received from departmental/unit chair, administrator, peers, and non-peers
* Plastic sheet protectors may be used, but not necessary. If plastic sheet protectors are used, do not place more than one sheet in each.
* Label outside cover and binder spine with “Tenure Dossier for [name], and [department/unit]”
* Another binder may be necessary for other relevant information

Approved by Academic Council, April 10, 2019