

Checklist For Tenure:

Materials, unless otherwise stated, must be submitted electronically

BY APPLICANT TO DEPARTMENT CHAIR:

By December:

- signed paper copy of the *Request for Outside Faculty On Personnel Committee* if the applicant is active in an interdisciplinary program and chooses to have that program represented on the Personnel Committee

By January 15th:

We require applicants to provide the materials electronically

- Application for Tenure or Promotion* – the Faculty Activity Report system can provide the application as a Word document pre-filled with courses and data previously entered, or a blank form is available electronically at the above website. In addition to the electronic version, a paper copy signed in ink must also be included with the application materials
- current c.v.
- supporting materials

BY DEPARTMENT TO DEAN OF A&S FACULTY:

In December:

- After filling in the date, time and location of the meeting, **the Chair** signs a paper copy of the *Request for Outside Faculty On Personnel Committee* from the applicant and sends it to the Dean of Faculty, who consults the Program Director for 2 Program nominees

By March 1st:

Electronic transfer is required with the exception of the faculty recommendations

- paper copy as well as electronic copy of the application for tenure
- all other applicant material
- teaching evaluations
- the appropriate Department Norms for this tenure decision
- outside letters of recommendation
- Recommendation of the Personnel Committee on Tenure* form with the Committee Chair's report attached; in addition to an electronic copy, a paper copy must be sent to the Dean
- Recommendation of Faculty Member on Tenure* forms from all members of the Committee, including one from the Department Chair; the paper copy signed in ink must be sent to the Dean of Faculty within one week of the personnel meeting or by March 1st, whichever is sooner

BY DEAN OF A&S FACULTY TO PROVOST:

- Dean's Recommendation for tenure
- department materials

August 2016