

## **An Overview of The Tenure Process**

(sections of the Faculty Handbook are provided as relevant)

1. Pre-Tenure Review, 2.7.2 and 2.7.4
  - a. Spring of third year, or earlier as set in appointment letter
  - b. You receive letter of evaluation in April
2. Tenure Review, 2.7.2 and 2.7.4
  - a. Fall of sixth year, or earlier as set in appointment letter, though candidates may request an optional 1-year clock pause if needed (2.7.2.4)
  - b. You receive letters indicating a recommendation from FPC & Dean in December
  - c. You receive a letter indicating a recommendation from the President in March
  - d. Action is not official until voting by Board of Trustees in April
3. What Matters:
  - a. Teaching – the most important piece (primary emphasis), 2.6.1.1
  - b. Scholarship – our handbook calls it professional life, 2.6.3
  - c. Service, 2.6.4
  - d. Must do all three, but candidates specify their secondary and tertiary emphases, with expectations in Professional Life and Service shifting as appropriate
4. Dossier Prepared By Candidate
  - a. Narrative and supporting information/data in each of the three areas
  - b. Letters from the Gen Ed and Honors Directors if teaching in those programs
  - c. Details found in the Handbook (2.6.5 & 2.7.3.1)
5. Who Evaluates the Dossier After it is Submitted? See 2.7.3
  - a. Department Chair writes a letter of evaluation
  - b. Departmental Committee (tenured members of your department) write a letter of evaluation
  - c. Faculty Personnel Committee (FPC): 6 tenured faculty, two elected from each division
  - d. Dean of the College
  - e. FPC & the Dean make independent recommendations to the President
  - f. President's recommendation goes to the Board of Trustees
6. What Do They Look For in the Tenure Dossier?
  - a. SEE THE FACULTY HANDBOOK! Read the entirety of 2.6 & 2.7!
  - b. Teaching: Provide a pattern of offering high-quality college courses. Evidence will include a thorough narrative, syllabi, assignments/tests, grades assigned, course evaluation numerical summaries (comments not required), a list of courses taught, and a list of student projects supervised
  - c. Professional Life: Engagement, Activity, and Productivity (2.6.3). Evidence will include a thorough narrative, lists/descriptions of professional meetings/artistic venues attended, presentations, grants, reviews, awards, papers, books, professional performances, etc.
  - d. Service: Academic advising & active involvement within your department and the college. Evidence includes a thorough narrative, advising load, lists/descriptions of service to the department and broader college
  - e. Promise for growth in teaching and at least one of the other two areas

Questions? Contact the Chair of the Faculty Personnel Committee.