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.