

## **Tenure and Promotion Handbook**

### ***Activities Prior to the Commencement of a Candidacy***

*A candidacy for tenure or promotion officially begins with written notification sent by the initiator to the Dean of the College indicating that a faculty member is a candidate. The deadline for notification is established in the Faculty Manual as March 1 (4.VII.C). However, initiators are encouraged to notify the Dean of a candidacy well before that date, since there are a number of activities related to the preparation of the dossier that begin prior to or shortly after the March 1 deadline (although these activities can commence prior to the official notification of the Dean). Below are suggestions relating to these activities.*

1. *Decision regarding the initiator for reviews of faculty holding a joint appointment:* In the case of a review of a faculty member holding a joint appointment, the two chairs and associate dean(s) shall negotiate who shall assume primary responsibility for coordinating the review and compiling the dossier. This decision should be made before any activity described below is scheduled. Primary responsibility does not mean sole responsibility and there may be a sharing of duties as deemed appropriate.
2. *Consultation with the prospective candidate (Faculty Manual 4.VII.B):* The initiator is to confer with a prospective candidate to discuss the candidacy and the review process. This conference is also an opportunity for the initiator to provide feedback to the candidate concerning the content and organization of the candidate's current CV, which must be provided subsequently to those members of the department with whom the initiator must consult prior to proceeding with the candidacy. It is recommended that the candidate and initiator confer sometime between mid-January and early February.
3. *Consultation with tenured members of the department (Faculty Manual 4.VII.B):* If a candidacy involves tenure prior to the end of the probationary period, the initiator is to provide a copy of the candidate's CV to all tenured members of the department and then convene a meeting to discuss the advisability of proceeding with the candidacy. If a candidacy includes promotion, the CV review and consultation includes only those tenured members with a rank equal to or greater than the rank for which the candidate would be considered. In both cases, the initiator is to provide the candidate with a confidential written summary of the departmental discussion. It is recommended that the departmental consultation and subsequent discussion with the candidate be completed by mid- February, to accommodate dossier preparation activities that need to commence in March (see below).
4. *Notification to the Dean of a faculty member's candidacy (Faculty Manual (4.VII.C):* The *Faculty Manual* requires that the initiator notify the Dean of the College in writing of each candidacy for tenure and/or promotion no later than March 1. The notification need not be lengthy and can be provided by email. If an initiator is responsible for more than one candidacy, it is recommended that he or she forward a separate written notification for each candidate. In cases of joint appointment, a single letter of notification signed by both initiators is preferable, but if necessary, the initiators may forward separate written notifications.

5. *Initial work related to specific dossier items:* The preparation of several dossier items begins in March. Each item is discussed in more detail in this handbook and is referenced in the suggested review calendar. The items requiring initial work in the spring semester prior to the year of the candidacy include:

- *Item 5 – Peer reviews of teaching.* Many departments encourage peer reviewers to begin observing instruction in the spring semester prior to the academic year of the review, so peer reviewers must be selected and initial observations may be conducted.
- *Item 6 – Student/alumni reviews of teaching.* The initiator coordinates the recruitment of the student committee members; the student committee and the department prepare additional candidate-specific questions for the evaluation form; and the sampling procedure is developed, to permit Institutional Effectiveness and Assessment to begin sending questionnaires to alumni in the sample during the summer prior to the academic year of the review.

*Item 10 – Statements from tenured members of the department.* Many departments encourage tenured members to begin observing instruction in the spring semester prior to the academic year of the review.