Tenure and Promotion Handbook

Faculty Manual §4.VII.E.1:
Department Statement on Significant Scholarly/Artistic Work
- or -
Joint Statement of Expectations for Teaching, Scholarly or Artistic Work, and Service

[The dossier shall contain] the department Statement on Significant Scholarly/Artistic Work or, in the case of a joint appointment, the Joint Statement of Expectations for Teaching, Scholarly or Artistic Work, and Service. If more than one statement has been in effect in the candidate's department during the period of time since the candidate was hired or previously reviewed for tenure or promotion, the candidate shall determine which version of the statement shall be included in the dossier.

1. **Access:** This is a public document; everyone has access to it.

2. **Participants in preparing this item:**

   - *In the case of an appointment to a single department* – The candidate's department develops the Statement on Significant Scholarly/Artistic Work. At present, there are no college-wide guidelines for the content and format of the Statement.

   - *In the case of a joint appointment* – The relevant departments develop a Statement of Joint Expectations for Teaching, Scholarly or Artistic Work, and Service. This document is prepared at the time of recruitment for the position, but it is revised in the first year of the appointment by the relevant chairs in consultation with the faculty member holding the appointment.

3. **Guidelines and suggestions:**

   - A department's Statement on Significant Scholarly/Artistic Work may have been revised since the time a candidate was hired or previously reviewed. In these cases, the candidate may choose which version of the Statement to include in the review process. This version of the Statement is the one that should be provided to the Office of the Dean for transmittal to the external reviewers; provided to the tenured members of the department to inform their contributions to the dossier; and included in the dossier itself.

   - In cases of joint appointment, the Joint Statement of Expectations for Teaching, Scholarly or Artistic Work, and Service substitutes for the department's Statement on Significant Scholarly/Artistic Work. If the Joint Statement was revised in the first year of the appointment, the revised version should be included in the dossier and provided to the tenured members of the department and the external reviewers.