

FACULTY TENURE REVIEW AND RECOMMENDATION: FLOW AND CHECK-OFF LIST

Name _____

Instructions: This form serves as a check-off list, assuring uniform procedural integrity at all levels of evaluation. It is initiated by the departmental/unit chairperson. The person responsible for any given step should, in the spaces provided, initial and date that step at its completion.

1. The departmental/unit chairperson

- ___ a. Early in the fall term, shall determine whether a faculty member is eligible to be considered for tenure using the criteria below:

Faculty member holds a full-time, tenure-track appointment in one of the following academic ranks (see Policy 206 - Faculty Promotion, Section V. Academic Ranks).

___ assistant professor ___ associate professor ___ professor
___ instructor ___ senior instructor ___ master instructor

By the end of the current academic year, the faculty member

- ___ will have completed not less than five continuous years of probationary service (five years of continuous service are required, except in the case of an approved leave of absence which usually cannot count as any part of the probationary period as described in Policy 205 Faculty Tenure, Section VI.); or
- ___ will have completed six continuous years of probationary service and thus be required for tenure consideration, or
- ___ will not have completed five continuous years of probationary service at Tennessee Technological University, but
 - ___ has received a reduction in the probationary period due to exceptional accomplishment. Such a reduction is made upon the recommendation of the departmental/unit peers, to the departmental/unit chair, and thence to the dean, the provost, and the President, or
 - ___ satisfies the five-year requirement by having received no more than two years credit for prior service recognized and confirmed in writing in the letter of the initial appointment.

- ___ b. The chairperson should notify eligible faculty members no later than

September 1 by means of Form T6 that they should compile their tenure dossiers should they desire to be considered for tenure. By means of the same letter, each faculty member also indicates he/she has been notified about the forms and procedures associated with the tenure process.

- ___c. Compile a list of departmental/unit peers qualified to vote and supply this list to the tenure committee chair.
- ___d. Call a meeting by September 15 of the departmental/unit peers and determine the composition of the departmental/unit tenure committee.

2. The chairperson of the departmental/unit tenure committee shall

- ___a. Send letters to all departmental/unit peers requesting evaluative information for the candidate's tenure dossier, using Form T7. Should there not be five peers (not including the departmental/unit chairperson) in the department/unit to which the faculty member belongs, see Policy 205, Section VIII.C.
- ___b. Send letters to departmental/unit chair, administrator, non-peers, former students, and advisees as submitted by the candidate and provided for by these procedures, using Forms 8 - 12. Include all letters received in the dossier.
- ___c. In consultation with all the members of the committee, prepare a report on the contents of the tenure dossier and submit the report to the departmental/unit peers.
- ___d. Notify the tenured peers by letter (Form T13) and the departmental/unit chairperson that the tenure dossier is complete and arrange for a meeting at which the qualifications of the candidate will be discussed and the vote will be taken.
- ___e. Determine, based on the vote of the tenured peers, whether the faculty member is to be recommended for tenure (see Policy 205, Section VIII. D.9.) then, initiate Form T2.
- ___f. Immediately transmit a copy of the departmental/unit tenure committee's report to the candidate and notify him/her of the vote of the departmental/unit faculty peers. Use Form T15.
- ___g. After ensuring its completeness, forward the unabridged dossier to the departmental/unit chairperson by November 22.

3. The departmental/unit chair shall

- ___a. review the completed dossier and make a recommendation using Form T2.
- ___b. write a letter explaining his/her tenure recommendation. This letter shall be sent to the candidate and added to the dossier behind Form T2. The candidate's dossier shall then be sent to the dean. This is to be completed by January 10.

4. The dean of college shall
 - ___a. review the completed dossier and make a recommendation using Form T2.
 - ___b. write a letter explaining his/her tenure recommendation. A copy of the letter is to be sent to the faculty member, the departmental/unit chair and added to the dossier after Form T2. The dossier, along with the dean's letter, is to be send to the provost by February 15.

5. The provost shall
 - ___a. review the completed dossier and make a recommendation using Form T2 .
 - ___b. write a letter explaining his/her tenure recommendation. A copy of the letter is to be sent to the faculty member, the dean of the college, the departmental/unit chair and added to the dossier after Form T2. The dossier, along with the provost's letter, is to be sent to the president by March 31.

6. The President shall
 - ___a. review the completed dossier and make a recommendation using Form T2. If the recommendation is affirmative, the president will submit the dossier to the Board.
 - ___b. If the recommendation is in the negative, the president will inform the candidate by letter and send a copy to the provost, the dean, and the departmental/unit chair.