

## Mid-Term Tenure Review Procedures

*Please use nothing less than 12-pitch font for all items, and submit your dossier in the binder available from the Provost & Academic Vice President's Office.*

- I. By March 1 in the spring of the third year on tenure track,\* the candidate will submit to the department Tenure Committee one copy of a dossier that consists of the following:
  - A. Table of Contents.
  - B. Current curriculum vitae. *(It should include separate sections on the candidate's educational background and academic degrees, professional employment, courses taught, publications, scholarly presentations, professional memberships, and awards and honors.)*
  - C. Statement Relevant to Teaching Effectiveness.
  - D. Statement Relevant to Research/Scholarship.
  - E. Statement Relevant to Service.
  - F. Summary Statement.  
*(Note: Items C through F should total no more than ten typewritten pages.)*
  - G. Appendix. *(It should include copies of books, published articles, reviews and syllabi, as well as a complete set of teaching evaluations.)*
- II. After reading the dossier, the department Tenure Committee will meet formally with the candidate.
- III. By April 1, the department Tenure Committee will forward the dossier to the appropriate dean and also will supply the following:
  - A. Written recommendation concerning the candidate's continuance in a tenure-track position. The department recommendation [majority vote required] should address rigorously the following items:
    1. Evaluation of teaching effectiveness.
    2. Evaluation of research/scholarship record.
    3. Evaluation of service activities.
    4. Suggestions for improvement.
  - B. The Tenure Committee's letters from the first and second-year tenure reviews, plus any written responses from the faculty member.

Revised 12-13-12

\*The mid-term tenure review occurs in the spring semester of the *second* year on the tenure-track for candidates whose probationary period is four or five years long. Please consult the document entitled "University Tenure Procedures and Guidelines" (known as Appendix J of the Faculty Handbook and dated 26 March 2008).