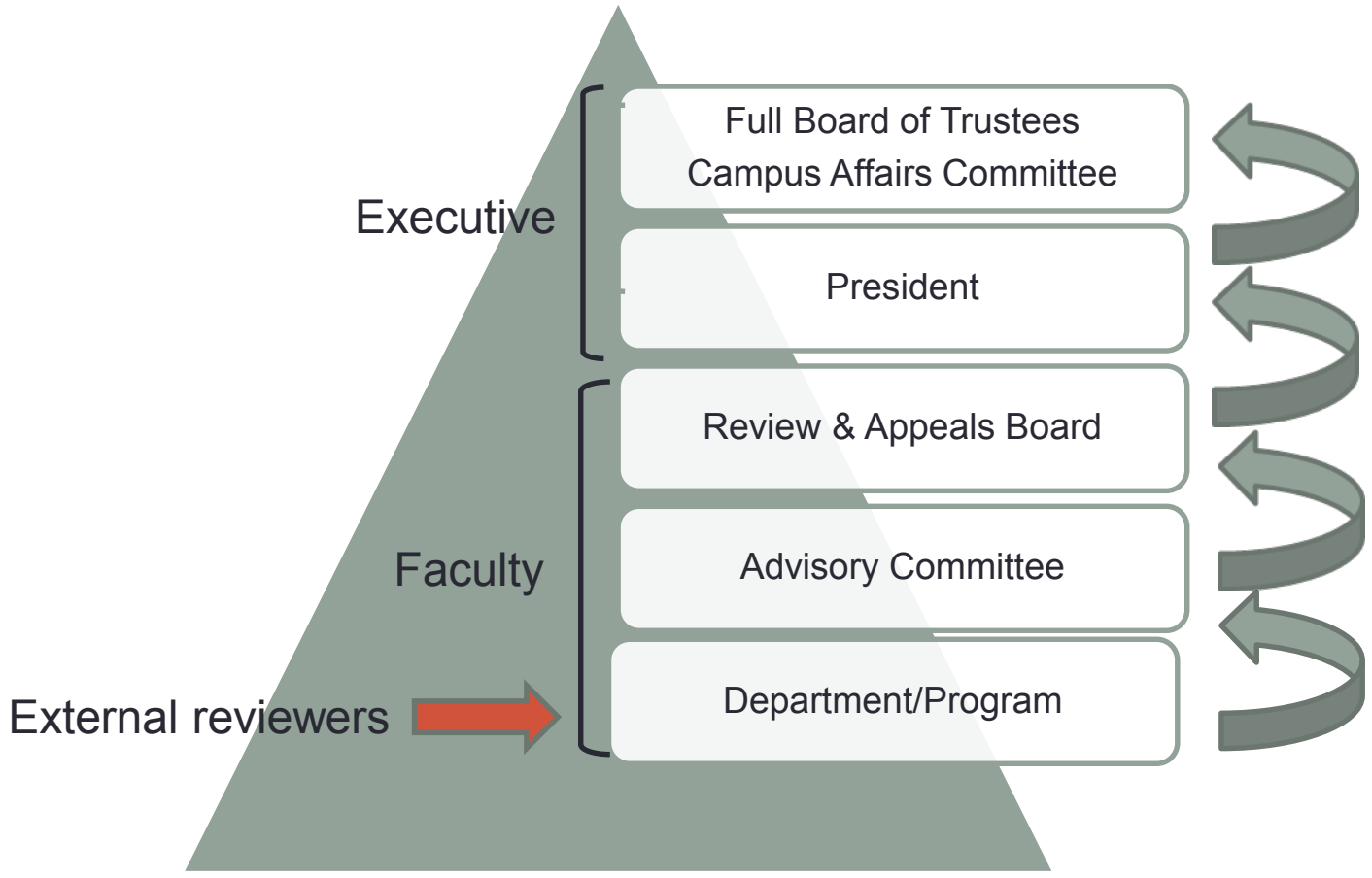
TENURE PROCESS: OVERVIEW



BASIC PRINCIPLES

- Power to confer tenure rests with the Board of Trustees
- The role of the faculty is to advise the President via the elected committees
- The President recommends candidates to the Board after making an independent decision, informed by the advice of the faculty and all accumulated evidence
- Tenure is based on excellence *achieved,* along with promise of *continued* excellence
- Excellence has been achieved in *all three* canonical areas: teaching, scholarship and colleagueship

CRITERIA: PRESIDENTIAL STATEMENT

Click here to read full Presidential Statement

Excellence in *all three* areas (no "substitution"):

Scholarship [FH p. 82]
Teaching [FH p. 82]
Colleagueship [FH p. 82]

SCHOLARSHIP

Making significant & sustained contributions to one's field; being among the best scholars in the field at comparable career stage.

- Quality, quantity and pace
- Impact of scholarship
- Likelihood of future significant scholarly contributions
- Defined by departmental/program expectations
- Documented by peer reviewed publications, performances, and other peer-refereed works
- Supported by external referees

TEACHING

Refers primarily to classroom performance. Reveals excellence and promise of continued high quality. Basis of judgment:

- Candidate's Teaching Statement
- Teaching evaluations:
  - Course
  - Teaching
  - Effort
- Other supportive evidence such as syllabi, letters from co-teachers, colleagues in other departments or programs, letters from former students, departmental evaluations based on classroom visits, etc.
- Range of courses taught
- Pedagogical innovation

COLLEAGUESHIP

Shows constructive participation and accomplishments in the collegial life of the university.

- Departmental intellectual life, governance and other contributions
- University intellectual life and service
- Contributions go beyond “the classroom and special research interests”

Usual Time Line for Review of Tenure-Track Faculty

	Fall Semester	Spring Semester
Year 1	New Assistant Professor hired. Generally, contract is for four years.	
Year 2		Second-year review
Year 3		Reappointment Review: If positive, new 4-yr contract begins fall of year 5. If negative, contract ends in spring of year 4.
Year 4	First sabbatical may be taken (often postponed to SP semester).	
Year 5		Fifth-Year Review
Year 6		
Year 7	Tenure Review: If positive, promoted to tenured Associate Professor effective fall year 8. If negative, contract ends in spring year 8.	
Year 8	If positive tenure review, first semester as Associate	If negative tenure review, last semester as Assistant.

Notes:

1. Generally, the 2nd-year review takes place after completion of three semesters of teaching; and the 5-th year review takes place three semesters before the tenure review is due.
2. This schedule may be accelerated for various reasons, such as credit given for previous experience elsewhere, and may result in only one or two pre-tenure reviews.
3. The schedule may also be delayed, for example, due to parental leaves taken.
4. If the faculty member is appointed as of the spring semester, the entire schedule shifts to one semester later.

TENURE REVIEW TIMELINE: Fall Cases

Date	Milestone
April	Academic Affairs notifies chair of upcoming case and meets with chair to discuss
April	Chair meets with candidate to review process and set time frame
May	Meeting among senior department members
May 30	Inform Academic Affairs of candidate's deadline to submit materials
June	**Send vita to ACAF for review prior to sending to potential reviewers**
June	Send first letter (PDF or hard copy) to potential reviewers to ask if willing to review [CV included]
July	Send second letter (PDF or hard copy) and dossier to reviewers who have agreed
September 1	Inform Academic Affairs of deadline for submission of case
September	Meeting of tenured department members once reviewers' letters have been received
November 1	Submit department's letter to Academic Affairs for Advisory
Variable	Answer Advisory's questions
Variable	Attend Advisory meeting
Variable	Attend RAB meeting, if applicable

Note: Dates in bold are set by Academic Council and cannot be extended

TENURE REVIEW TIMELINE: Spring Cases

Date	Milestone
August	Academic Affairs notifies chair of upcoming case and meets with chair to discuss
September	Chair meets with candidate to review process and set time frame
September	Meeting among senior department members
September 15	Inform Academic Affairs of candidate's deadline to submit materials
September	**Send vita to ACAF for review prior to sending to potential reviewers**
September	Send first letter (PDF or hard copy) to potential reviewers to ask if willing to review [CV included]
October	Send second letter (PDF or hard copy) and dossier to reviewers who have agreed
December 15	Inform Academic Affairs of deadline for submission of case
January	Meeting of tenured department members once reviewers' letters have been received
February 15	Submit department's letter to Academic Affairs for Advisory
Variable	Answer Advisory's questions
Variable	Attend Advisory meeting
Variable	Attend RAB meeting, if applicable

Note: Dates in bold are set by Academic Council and cannot be extended

THE DOSSIER: for External Reviewers

Required	Optional	Item	Pg.
✓		Properly formatted vita (with date, reviewed by Associate Provost)	112
✓		List of materials to be sent to outside reviewers	113
✓		Scholarly works as specified by the candidate	113
✓	If applicable	Performance, exhibitions: Ensure that a record is created	113
	✓	Research statement: candidate's chance to "speak to" the evaluators about his/her scholarship	113
	✓	Teaching statement: candidate's chance to "speak to" the evaluators about his/her teaching	114

THE DOSSIER: for Advisory

Required	Optional	Item	Pg.
✓		Department's letter to Advisory	96
✓		Properly formatted vita (with date, reviewed by Associate Provost)	112
✓		Updates to vita, if applicable	112
✓		List of materials sent to outside reviewers	113
✓		Publications/scholarly work (if applicable, performance and exhibition records) submitted for outside review	113
✓		Research statement	113
✓		Teaching statement	114
✓		List of external reviewers (department's & candidates) and list of those who declined and their reasons for declining	114-115
✓		Information on the quality of journals and presses	115
✓		Sample letters to outside referees	121-122
✓		Letters from external referees	92
	If applicable	Letters from other programs, University colleagues	93
	If applicable	Letters from former students	93

THE DOSSIER: Important Details

- ✓ Proper Format for the Vita:
  - ✓ Must follow guidelines from Faculty Handbook (p. 112):
    - ✓ "Publications" may only list works that have been published or are definitely forthcoming.
    - ✓ "Forthcoming" may only refer to a final, completed draft that has been irrevocably accepted by a press or journal.
    - ✓ Works under advanced contract, works in progress, and works submitted for review should be listed in a separate section that distinguishes them from published and forthcoming works.
  - ✓ Must show the submission date at top of vita
  - ✓ Citations must clearly indicate peer reviewed versus non-peer reviewed work
  - ✓ List dates of all academic appointments
  - ✓ List service to the University
  - ✓ List courses taught and during which years
  - ✓ List theses supervised
  - ✓ List all grants/outside funding

THE REFEREES: Important Details

- ✓ Candidate may nominate up to three
  - ✓ More for cause (e.g., candidates in an interdisciplinary field)
  - ✓ May not contact referees directly
- ✓ Candidate may provide names of potential referees who should not be contacted
  - ✓ Whole classes may not be excluded
  - ✓ Department makes final determination of referees to contact
- ✓ Department selects at least three, typically five, referees
  - ✓ NOT: co-authors, former mentors, friends or family
  - ✓ Follow two-step procedure using standard letters of invitation
  - ✓ Invitation letters may not be modified without approval of the VPAA

THE ROLE OF THE COUNSELOR

- Default: Chair; if not the chair, may be from within or outside the department
- Role is "*to advise them on presenting their cases to the department or program, to* review *their dossiers, and to ensure that their rights and interests are duly observed by the program or department and in the presentation of their cases to the Advisory Committee*. *If the counselor is a tenured member of the candidate's department or program, the acceptance of a role as counselor in no way compromises the counselor's right to come to an independent judgement and to vote based on the merits of the case.*" [FH p. 111]

Departmental Voting Procedures

Who Participates?

- Chair consults all non-tenured members of the department except those in their first and last years at Wesleyan, though non-tenured members have no vote
- All tenured members of the department are expected to vote unless officially excused due to a sabbatical or leave, or recused for cause
  - Faculty on sabbatical have the right to participate and vote
  - Faculty may participate electronically by conference call, Skype, or other means
  - All faculty voting on a case must attend all discussions of the case to ensure continuity of the discussion

Discussion and Voting Procedures:

- Discussion of a case and voting cannot involve another case occurring at the same time. Each case should be considered independently and at separate meetings.
- Departmental voting procedures must be established prior to initiating a review and consistently applied
- Results of the vote must be recorded in the letter to Advisory
- Non-departmental counselors do not vote

Presenting the Case to Advisory

- Advisory—not Adversary!
- Advisory represents the institutional perspective

Questions?

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