

Tenure Process

Per 4.7-4.10 of the Academic Staff Handbook, Chair submits tenure slot request and required documentation to OFA. OFA submits to Dean

OFA notifies department of Dean's approval to evaluate faculty for tenure. OFA requests and receives required documentation from Department.

Materials include: (a) Memo requesting initial evaluation, (b) *curriculum vitae* in current WCM format, (c) list of 9 impartial authorities in Dr. X's field of endeavor, (d) three reprints representing Dr. X's best scholarship, (e) optional supplemental documents including Statement of Key Contributions, annotated grants and annotated bibliography.

Formation of the *ad hoc* Tenure Advisory Subcommittee

Dean/Designee recommends potential membership. OFA invites potential subcommittee members and confirms the composition of committee after two external reviewers agree to serve.

Solicitation of Letters of Evaluation

OFA solicits letters of evaluation from the list provided by the department once the external members of the *ad hoc* subcommittee have been confirmed, to assure no overlap.

Solicitation of Letters of Evaluation requested by *ad hoc* Subcommittee

The Subcommittee may request additional evaluators. OFA shares this list with Department and solicits letters.

Letters of Evaluation returned to Department

OFA submits evaluation letters (from the Department's list of evaluators only) to Department to aid in their internal review.

Department Submits Final Supporting Documentation to OFA

Department reviews letters of evaluation and prepares and submits chair's recommendation letter along with final documents, including *curriculum vitae* updates, to OFA.

Meeting/s of *ad hoc* Tenure Subcommittee

Upon receipt of Departmental materials, the Subcommittee reviews the dossier and discusses merits of the recommendation.

Recommendation of *ad hoc* Subcommittee presented to the Committee of Review (COR)

COR meets monthly except in August

COR Recommendation presented to Faculty Councils and Board of Fellows

GFC/EFC monthly voting except in August. BoF meets 6 to 9 times per year.

Final Approval by the Dean