

# Overview of the Tenure Process

Spring 2025

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# Contacts

- Appointments & Tenure Committee (ATC)

- Dorothy Mosby, Dean of the Faculty/Vice

# Key Documents

- [Faculty Handbook](#) (On DOF-VPAA website)
- Department or Program guidelines (In the departments or programs)
- [Tenure and Promotion Forms and Guidelines](#) (On DOF-VPAA website)
  - [Procedures for Creation and Maintenance of Faculty Academic Portfolios](#) (On DOF-VPAA website)
  - [Guidelines on Assembling Materials for Tenure](#) (On DOF-VPAA website)
  - [Templates for Requesting External, Internal and Department/Program Letters](#) (On DOF-VPAA website)
  - [Procedures for Counting Years of Service](#) (On DOF-VPAA website)
- [ATC Information](#)
  - [ATC Calendar](#) (On ATC website)
  - [ATC Operating Code](#) (On ATC website)
  - [ATC Presentation](#) (On ATC website)



# Preparing a Tenure File

- [Procedures for Creation and Maintenance of Faculty Academic Portfolios](#) (On DOF-VPAA website)

# Key Dates: Third-Year Reappointment

- January 15: Department/Program recommendations due to the ADOF.
- March 1: Deadline for the DOF/VPAA to offer new contracts.
- ATC makes a recommendation only if the recommendations from the Department/Program and ADOF are different.
- See the Faculty Handbook (pages 119-120) and Department/Program Procedures.
- Following the Faculty Handbook (page 124), faculty might stand for reappointment earlier.



# General Suggestions/Advice

- Start your tenure dossier any time and add to it. For example, keep a document with your service activities.
- Construct your tenure dossier to highlight your career trajectory as a teacher/scholar/citizen. Everyone is different.
- Document your development, as well as any special challenges, in your Annual Reports. Use these reports to help you remember what to highlight in your tenure dossier.
- Note that Department Chairs/Program Directors are obligated to provide annual letters to pre-tenure faculty.
- Peer evaluation can provide additional useful information on your progress as a teacher. Consider partnering with another faculty member to visit each other's classes.
- Begin considering possible external reviewers early.
- Reach out to Department/Program colleagues, ATC, the DOF/VPAA Office, and other faculty across the College with questions regarding tenure.



# Questions/Discussion