Tenure and Early Tenure Checklist

The department tenure committee considers and makes recommendations for appointments and reappointments with tenure. A person appointed to a professional title may be granted early tenure after not less than one nor more than five years of service in the following circumstances: when a prestigious outside award interrupts service; when for a very substantial reason the college would be well served by such grant of early tenure or when the person has had tenure in another accredited institution of higher learning.

The following materials are required when requesting early tenure:

- Curriculum Vitae (c.v.)—the c.v. must be in ISF Format including a Chair’s report and the signatures of the candidate and the department Chair for item #16.

- Votes of department and other college committees.

- Breakdown of tenure, by rank, in the candidate’s department.

- External Review letters.

- Two (2) internal letters of recommendation. (for early tenure candidates)

- Letter of recommendation from the Department Chair and the School Dean, to the Provost, requesting and justifying the personnel action. (electronic draft)

- Letter from the President to the Vice Chancellor for Academic Affairs, requesting and justifying the personnel action.

For hires with tenure

- Proof of tenure from previous institution
- Teaching evaluations

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