

Preparing Tenure Letters

Spring 2024

Contacts:

- Appointments & Tenure Committee (ATC)
 - Marketa Wolfe, Chair 2023-2024
 - Sara DiPasquale, Chair 2024-2025
- Dorothy Mosby, Dean of the Faculty/Vice President for Academic Affairs
- Pat Fehling, Associate Dean of the Faculty for Infrastructure and Faculty Affairs
- Aaron Kendall, Learning Experience Designer (LEDS)
- Debbie Peterson, Academic Affairs Coordinator in the Office of the DOF/VPAA



External Letters

We suggest that Chairs and Program Directors (CPDs) identify potential external reviewers in consultation with candidates, contact the potential reviewers to see if they are willing, and then send the official letter of request. (We do *not* suggest making the candidate responsible for reaching out to potential reviewers.)

Context on the purpose of the letters is in the “Guidelines on Assembling Materials for Tenure,” posted under “Forms” on the DOF/VPAA site, and included as an appendix in the CPD Handbook.

A template for the message to request letters can be found on the DOF/VPAA homepage under “[Forms](#),” in Appendix K of the *CPD Handbook*, and on the ATC homepage. It should be modified to include the appropriate deadline for your departmental

Internal Letters

Typically, the candidate suggests the names of 3-5 members internal to the campus community but outside the department. Most often, these individuals address the service component of the file.

A template for the message to request letters can be found on both the [ATC](#) and [DOF/VPAA](#) homepages. It should be modified to include the appropriate deadline for your departmental procedures.

- CPDs send requests to reviewers by September 5th (although June 1st is preferable), and a list of those reviewers should be sent to Debbie Peterson by September 5th.
- CPDs forward internal letters to Debbie Peterson by October 2nd.

Department/program procedures may involve earlier deadlines than these.

Department/Program Letters

Letters should be solicited from “full-time faculty and those holding shared appointments in the department concerned (in the ranks defined in Part One [Faculty Rights and Responsibilities], Article VI [Appointments to the Faculty], Sections A [Tenure-Track Appointments] and E [Non-Tenure-Track Appointments],

Chair/Director Letters

From the 2023-2024 *Faculty Handbook*: "The Chair, in the letter of evaluation for the candidate, shall clearly state the procedures employed in reaching a departmental recommendation. The Chair shall clearly state whether the department does or does not recommend for tenure, and why, according to the criteria for continued service. Furthermore, the Chair shall clearly state the extent to which a candidate's particular abilities will continue to be needed, as far as the department's future can be projected."

College Deadlines:

- CPDs forward their letters to Debbie Peterson by October 2nd.

Department procedures may involve earlier deadlines than these.



Possible Outline for CPD Letters

- Short statement on whether the department supports the candidate for tenure
- Brief summary of the candidate's appointment and timeline, including any idiosyncrasies related to interdisciplinary or joint appointments, previous experience, stopping the tenure clock, etc.
- Brief summary of departmental procedures regarding tenure. Who meets to discuss the candidates and when? Please note any exceptions to the Faculty Handbook letter-writing requirement. How are external reviewers chosen? If there were changes in leadership during the candidate's pre-tenure years, it would be good to note who else mentored the candidate.
- Discussion of teaching
- Discussion of scholarship
- Discussion of service
- Brief discussion of importance to the department
- Brief summary of why the department concluded as it did

Questions/Discussion