Guidelines for Expedited Tenure Review Process for Incoming Administrators with Faculty Appointments

In November 2018, the Faculty Senate approved an expedited tenure review process for incoming administrators with faculty appointments. The review is to take place over five business days prior to the time the position finalists are on-campus for interview[1]. The following guide provides information of the process to be followed for each administrative position.

The process begins at the time finalists for the position are identified by the Search Committee and made public.

I. When a Department Chair is Being Hired

1. It is the responsibility of the Search Committee Chair to notify the finalists of the expedited review process for tenure and to provide them with pertinent information (e.g., timeline, RPT guidelines).

2. The unit Dean, in coordination with the Search Committee Chair, provides the finalists' application materials listed below, and charges the department review group (eligible faculty, per unit's RPT guidelines) and the Faculty Standards Committee (FSC). Materials to be provided concurrently to the department and FSC include:
   - Cover memo prepared by the Search Committee Chair summarizing eligibility for expedited review and credentials/qualifications for tenure for each finalist;
   - Candidate's application dossier and CV;
   - Evidence of teaching effectiveness (e.g., a summary of courses taught, teaching evaluation data, teaching awards); and
   - Reference letters (if already available as part of the search process), or chair summary of information from referees pertaining to suitability for tenured position.

3. The unit dean supervises the review process of the department and FSC.

4. At the same time as the above listed materials are sent to the department and FSC, the unit dean forwards the above finalists' materials and the corresponding RPT guidelines to the Vice Provost for Faculty Affairs (VPFA).

5. The VPFA charges the Professional Standards Committee (PSC) review by posting the received materials on the secure SharePoint site and notifying, within one business day, the PSC Chair who then facilitates the PSC review.

6. The unit dean sends the VPFA, no later than the end of the 4th business day, the votes and recommendations of the department faculty and FSC, as well as the recommendation from the acting chair (if applicable) and the dean.

7. The PSC Chair submits the PSC votes and any comments on each candidate to VPFA regarding tenure eligibility only.

8. VPFA makes recommendation to the Provost.

[1] The review of all candidates must be completed within five business days of the conclusion of the last candidate's on-campus interview.

II. When a Dean is being hired

1. The Search Committee Chair, in consultation with the Vice Provost for Faculty Affairs (VPFA) and (when applicable) the search firm/consultants: (i) notifies finalists of the expedited review process for tenure; (ii) provides pertinent information (e.g., timeline, RPT guidelines) to finalists; and (iii) gathers information from referees.

2. The Search Committee Chair sends the following, for each interview finalist, to the VPFA:
   - Dossier, including CV;
   - Cover memo summarizing eligibility for expedited review and credentials/qualifications for tenure for each finalist;
   - Potential home department(s) or school (following consultation with candidate), and the corresponding unit's RPT guidelines;
   - Evidence of teaching effectiveness (requested from candidate; e.g., a summary of courses taught, teaching evaluation data, teaching awards); and
   - Summary of information from referees pertaining to suitability for tenured position.

3. VPFA will:
   - Forward materials provided by Search Committee Chair to the department (when applicable), FSC, and PSC for concurrent review.
   - Collate reports and votes from department review, FSC, and PSC, and make recommendations to the Provost.

III. When a Provost or President is being hired

1. The Search Committee Chair, in coordination with the VPFA and (when applicable) the search firm/consultants:(i) notifies finalists of the expedited review process for tenure; (ii) provides pertinent information (e.g., timeline, RPT guidelines) to finalists; and (iii) gathers information from referees.

2. The Search Committee Chair sends the following, for each interview finalist, to the VPFA:
   - Dossier, including CV;
   - Cover memo summarizing eligibility for expedited review, and credentials/qualifications for tenure for each finalist;
   - Potential home department(s) (following consultation with candidate) and the corresponding unit's RPT guidelines;
   - Evidence of teaching effectiveness (requested from candidate; e.g., a summary of courses taught, teaching evaluation data, teaching awards); and
   - Summary of information from referees pertaining to suitability for tenured position.

3. VPFA will:
   - Forward materials provided by the Search Committee Chair for concurrent reviews by department, FSC and PSC;
   - Collate reports and votes from departments, FSC, and PSC reviews, and make recommendations to Provost (in case of President) or President (in case of Provost).

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