

WCAS Process Review for  
Department Chairs and Program Directors

TL Reappointment, Tenure, and  
Promotion Process

April 2022

# Overview

- **Section 1: Stages of the Tenure Review**
- **Section 2: Stages of the TL Promotion Review – NOT COVERING TODAY**
- **Section 3: Stages of the TL Reappointment Review – NOT COVERING TODAY**
- **Section 4: Key Department Documents**
- **Section 5: Who is eligible to vote?**

# Section 1: Stages of the Tenure Review

## Important deadlines prior to the mandatory tenure review

- **April or May of preceding year:** Dean's Office sends "5<sup>th</sup> year notice" to all tenure candidates.
- **By May 15<sup>th</sup>:** department notifies the Dean's Office of tenure candidates who wish to opt out of the COVID-19 extension OR who wish to apply for early tenure.
- **By August 31<sup>st</sup>:** a written request (and justification) for a tenure-clock extension by tenure-track faculty scheduled for reappointment or tenure review in the coming AY. This includes a request for a second COVID-19 extension for eligible faculty.

# The stages of the mandatory tenure review

## Phase 1: Departmental Review

- **Winter and spring of preceding year:** dept chair works with candidate to establish deadlines for materials for dept-level review.
- **Summer:** dept collects review materials from the candidate and sends them to its 3-6 external referees.
- **August-early fall:** department collects 3-6 external referee letters and uses its own process to review candidate dossiers.

# The stages of the mandatory tenure review

## Phase 1: Departmental Review cont'd.

- **By October 10<sup>th</sup>:** Department reviews and votes.
- **By October 15<sup>th</sup>:** Tenure candidate uploads all candidate materials to Faculty Folio RPT (FF RPT).
- **By October 25<sup>th</sup>:** Department uploads all department materials to FF RPT.
- **By November 30<sup>th</sup>:** Department submits a letter and supporting materials in those tenure cases where the vote of the department was negative.

# The stages of the mandatory tenure review

## Phase 2: Dean's Office/Confidential Ad Hoc Review

- **November – February:** The confidential tenure ad hoc committee (through the agency of the Dean's Office) requests letters of evaluation from external authorities and students.
- **February:** The ad hoc report is delivered to the Dean.

# The stages of the mandatory tenure review

## Phase 3: Committee on Tenure

- **February – March:** The Committee on Tenure meets
  - Committee evaluates candidate dossier, department materials, external referee letters, redacted student letters, and redacted ad hoc report.
  - If the Committee has questions, it will invite a delegation from the candidate's dept.
  - Final vote must meet 2/3 threshold.
  - Committee makes recommendation to the Dean.



# The stages of the mandatory tenure review

## Phase 4: Dean's Recommendation to the Provost

- **April /early May:** The Dean sends positive recommendations to the Provost (and President) and informs them about the negative decisions.
- **May/June:** When the Provost responds, the Dean informs the candidates of recommended action. Approval by the Board of Trustees follows in the summer.
- **September 1:** Recommended changes in status are normally effective at the beginning of the AY.

# **Section 2: Stages of the TL Promotion Review**

# The stages of the tenure-line promotion review

- **By June 15<sup>th</sup>:** departments to advise that a candidate wishes to present themselves for promotion to full professors

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## Phase 1: Departmental Review

- **Winter and spring of preceding year:** chair works with the candidate to establish deadlines for materials
- **Summer – early fall:** department collects review materials from the candidate and sends them to its 3-6 external referees
- **Early fall:** department collects its 3-6 external referee letters and uses its own process to review candidate dossiers
- **By October 25<sup>th</sup>:** department votes on all candidates for promotion to full professor
- **By November 5<sup>th</sup>:** promotion candidate uploads all candidate materials to FF RPT
- **By November 15<sup>th</sup>:** department uploads all department materials to FF RPT

# The stages of the tenure-line promotion review

## Phase 2: Dean's Office

- **December through March:** The Dean's Office solicits letters from senior authorities in promotion to full professor cases AND from former students.

# The stages of the tenure-line promotion review

## Phase 3: Committee on Promotion

- **April:** Committee evaluates candidate dossier, department materials, external referee letters, redacted student letters.
- If the Committee has questions, it will invite a delegation from the candidate's dept.
- Final vote must meet 2/3 threshold
- Committee makes recommendation to the Dean.

# The stages of the tenure-line promotion review

## Phase 4: Dean's Recommendation to the Provost

- **May:** The Dean sends positive recommendations to the Provost (and President) and informs them about his negative decisions.
- **May/June:** When the Provost responds, the Dean informs the candidates of recommended action. Approval by the Board of Trustees follows in the summer.
- **September 1:** Recommended changes in status are normally effective at the beginning of the AY.

# The stages of the tenure-line reappointment review

## Phase 1: Departmental Review

- **May or June of the preceding year:** The Dean's Office notifies each chair listing all tenure-track assistant professors whose appointments expire the following August 31<sup>st</sup>.
- **Fall quarter:** Departments consider candidates' work and standing. Department members review papers, chapters, grant proposals, teaching materials, any outside letters that may have been collected, and other items before the meeting at which a vote on reappointment is taken.

# The stages of the tenure-line reappointment review

## Phase 2: Dean's Office

- **By February 10<sup>th</sup>:** Reappointment candidate uploads all candidate materials to FF RPT.
- **By February 20<sup>th</sup>:** Department uploads all department materials to FF RPT.
- **Spring quarter:** After reviewing each case, the Dean sends each candidate an offer of reappointment or an offer of a terminal year on the College's faculty.
- **September 1<sup>st</sup>:** Recommended changes in status are normally effective at the beginning of the AY.



# Section 4: Key Department Documents

# Key Department Documents

## 1. Department Letter

- A. The complete and exact vote totals (votes in favor, against, abstentions, absences).  
The department letter should include the names of eligible voting members who voted and the names of those who did not vote, with the reason for their not voting (on leave, travel, illness, etc.).
  - [Department Vote Recording Form in Faculty Folio RPT](#)
- B. Define the role of the candidate's teaching and subfield of research in the present and future functioning of the department.
- C. Describe the department's discussion of the candidate's record in research, teaching, and service, along with an indication of the procedures followed in the departmental review.

# Key Department Documents

## 1. Department Letter cont'd.

- D. If offering a positive recommendation, the letter must demonstrate that appropriately high standards have been applied and that the candidate meets these standards.
- E. Strengths and weaknesses should in all cases be presented.
- F. Minority opinions should be adequately represented either in the text of the letter or in a minority report. (A minority report must be signed by at least two eligible voters on a case.)
- G. The department letter should be signed by the chair and a small subset of the department members who voted on the case.
- H. The letter should be made available to all voters before it is sent to the Dean's Office.

# Key Department Documents

## 2. External Referee Letters to the Department

- A. 3-6 letters from external authorities, usually at comparable institutions
- B. No letters from former advisers, post-doc supervisors, close personal friends, or others having a relationship with the candidate that might reduce objectivity.
- C. The department should draft a letter asking specific questions that reflect high standards. (A sample of the letter used at the Dean's level may be obtained from Elizabeth Kim.)
- D. Along with the letter, the department should send each referee the candidate's full vita (specifically supplied by the candidate for the promotion review. Please ask the candidate to consult [Preparing a CV for Promotion Review](#).) The department should also supply copies of key publications, as needed.

# Key Department Documents

## 3. List of Suggested External Referees for the College-level Review

- A. The department should name at least 8 external referees who have not already been contacted by the department.
  
- B. The external referees named should be from top departments and universities (exception: a recognized authority in a more specialized field who happens to be located at a less prestigious institution.)

# Key Department Documents

## **3. List of Suggested External Referees for the College-level Review cont'd.**

- C. The referees must be known to have tenure or the equivalent status if they have appointments in countries without the tenure system.
- D. For the promotion to the rank of professor, the referees should be full professors.
- E. Care should be taken that the external referees' research interests are close to the candidate's.

# Key Department Documents

## 4. List of Suggested Student Referees for the College-level Review

- A. The department should provide the names and current email addresses of at least 5 former undergraduate and graduate students (the distribution to be determined by the academic focus of the department and the candidate.)
- B. The Dean's Office contacts a randomly selected set of approx. 25 former students and advisees as well as to those proposed by the department.

# Section 5: Special Concerns



# Special Concerns

## 1. External Referees

- The department must collect 3-6 letters to assist in its internal deliberations. **A department that requests too many letters** or exhausts the field of experts **may impede a careful review by others** beyond the department.
- **No more than half of the referees** consulted may be those named by the candidate. The others should be selected independently by the department. (Those named by the candidate should be so noted.)
- **Do not seek letters from** former advisors, post-doctoral supervisors, close personal friends, or others having a relationship with the candidate **that might reduce objectivity.**

# Special Concerns

## 1. External Referees cont'd.

- Letter writers should be **full professors** (or advanced associate professors in tenure cases) and usually from **comparable institutions**.
- Try to **avoid** soliciting letters from **two or more external referees in the same department**.
- Referees' response must be in writing.
- Care should be taken to preserve the confidentiality of all letters.

# Special Concerns

## 2. Who is eligible to vote?

- **TL reappointment cases: tenured members in the department** ([CpHb](#), p. 59).
- **Tenure cases: tenured members in the department.** (Untenured associate professors on the tenure-track may participate in the discussion of an assistant professor's tenure case but may not vote.) (See [CpHb](#), p. 73.)
- **Promotion cases: full professors in the department** (See [CpHb](#), p. 73.)
- **Emeritus professors are NOT eligible to vote.** (See [CpHb](#), p. 10)

# Special Concerns

## 2. Who is eligible to vote? (cont'd.)

- **Appointment of an assistant professor**
  - All tenured and all tenure-track faculty are eligible to vote on a candidate for a tenure-line assistant professorship ([CpHb](#), p. 32).
- **Appointment with indefinite tenure**
  - All tenured and all tenure-track faculty may vote on the appointment (hire) ([CpHb](#), p. 38).
  - Following the discussion and votes on hiring, a further vote by those eligible (tenured professors) regarding tenure must be conducted. ([CpHb](#), p. 39).

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## FACULTY

### Research, Teaching & Service

### Career Milestones & Processes

[Resources for New Faculty](#)[Leaves](#)[Recruitment, Hiring & Appointments](#)[Evaluation & Compensation](#)

### Reappointment & Promotion

[Reappointment for Tenure-Line  
Faculty](#)[Reappointment for Teaching-](#)

# DEADLINES AND DOCUMENTS

Promotion and reappointment deadlines for tenure-track faculty and teaching-track faculty are listed below.

## TENURE-TRACK FACULTY

### Deadlines for submitting materials to the Dean's Office:

*(Please note that if a deadline for submitting tenure track materials or notifying the Dean's Office falls on a weekend, the due date is the following Monday.)*

department vote on tenure case:	October 10
tenure dossier (candidate's materials):	October 15
tenure dossier (department's materials):	October 25

■ **Deadlines and Documents**

reappointment dossier (candidate's materials):	February 10
reappointment dossier (department's materials):	February 20

**Deadlines for notifying the Dean's Office about reappointment, tenure, and promotion reviews in the coming academic year:**

eligible tenure-track probationary faculty scheduled for reappointment or tenure review in the coming AY who wish to opt out of the automatic one-year COVID-19 extension:	May 15
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departments to advise that a candidate wishes to present themselves for promotion to full professor (exceptions possible):	June 15
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written request (and justification) for a tenure-clock extension by tenure-track faculty scheduled for reappointment or tenure review in the coming AY. This includes a request for a second COVID-19 extension for eligible faculty:	August 31
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- [Guidelines for candidates](#)
- [Ad Hoc Review: Guidelines and Procedures](#)
- [External Manuscript Review Workshops for Assistant Professors](#)
- [Preparing a CV for promotion review](#)
- [Required materials: promotion to the rank of associate professor with tenure](#)
- [Required materials: promotion to the rank of full professor](#)
- [Chairperson's Handbook, Chap IV: Tenure-Track Tenure and Promotion](#)
- [Chairperson's Handbook, Chap III: Tenure-Track Faculty: Probationary Term and Reappointment](#)

*Major resource:  
Deadlines and  
Documents  
webpage*