



Vice President for Academic Affairs

### Submission Process for Pre-Tenure Materials

1. Upon hire, a pre-tenure electronic portfolio template will be created by the office of Academic Affairs. Access to the electronic portfolio will be shared with faculty during their first year. Probationary faculty are responsible for preparing their portfolio by uploading the required documents.
2. Tenure-track faculty will submit their portfolio in their third year of appointment. Follow the timeline and requirements as found in the Faculty Senate Bylaws.

**December 1**—Tenure-track faculty in their third year of appointment must notify the Tenure Committee chair that their portfolio is ready for review by the candidate's division/department chair or immediate supervisor. The Tenure Committee chair will provide the division/department chair or immediate supervisor with electronic access to the portfolio. The division/department chair or immediate supervisor will review the portfolio and make recommendations to the faculty member regarding the contents/organization of it. Division/department chair or immediate supervisor will also submit a letter of support to the portfolio.

**February 1**—Candidate's and division/department chair or immediate supervisor's access to the portfolio will be changed from "edit" to "read" mode. As a result, the candidate and division/department chair or immediate supervisor will no longer be able to make editorial changes to the portfolio, and it will be considered complete and ready for Tenure Committee review. The materials in the portfolio must include and be organized in the same manner as described in Article V Section 3 of the Bylaws.

**April 5**—The Tenure Committee completes pre-tenure review and concurrently distributes the results/finding to the faculty member and the chair or immediate supervisor of the department/division to which the faculty member is appointed.

**April 17**—The pre-tenure review completed by the Tenure Committee shall be addressed as part of the third-year faculty member's annual evaluation. At a minimum, the faculty member, in consultation with their division/department chair or immediate supervisor, will address any concerns or deficiencies identified by the pre-tenure review and document a strategy to ameliorate them. A copy of the pre-tenure review form will be included and attached to the third-year evaluation which will then be forwarded to the VPAA. The faculty member will need to begin populating their electronic tenure portfolio with materials necessary for submission in the sixth year.