



## Vice President for Academic Affairs

### Submission Process for Tenure Materials

1. Upon hire, an electronic pre-tenure portfolio was created and submitted in the third year for review. Upon completion of this review, a new tenure portfolio will be created by the office of Academic Affairs. Access to the electronic portfolio will be shared with faculty following the pre-tenure review completion. The faculty member will begin preparation of the portfolio for submission no later than the beginning of the sixth year of appointment in a tenure-track line. Probationary faculty are responsible for preparing their portfolio by uploading the required documents.
2. Throughout the tenure process, faculty must follow the timeline as found in the Faculty Senate Bylaws, Article V, Section 4.

**November 1**—Tenure-track faculty in their sixth 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.

**November 15**—The division/department chair or immediate supervisor will submit a letter of valuation, including a statement whether or not the applicant is being recommended for tenure. Candidate and division/department chair or immediate supervisor 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.

**February 15**—The President of the University will be notified in writing of the decision of the Tenure Committee, and a copy of the notification will be forwarded to the applicant by the Tenure Committee on the same date it is conveyed to the president. If there are compelling circumstances that prevent the Tenure Committee from completing its work, the committee may petition the Executive Committee of the Faculty Senate for an extension.