

CHECKLIST FOR FACULTY BEING REVIEWED FOR TENURE

The information given here -- based on *ARTICLES OF GOVERNMENT* -- is intended as a guide to the Reappointments and Promotions (R&P) process **but does not serve as a substitute for legislation. Please refer to Book I, Article IX, for FACULTY APPOINTMENT POLICIES.** Non-tenure track appointments are not subject to these procedures.

Materials to be provided by the candidate:

For fall tenure review, provide by **April 15***:

For spring tenure review, provide by **November 15***:

*If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.

- the names, titles, affiliated institutions, telephone numbers and e-mail addresses of five people who may be contacted to nominate outside evaluators of your research. The list should be developed in conjunction with and approved in writing (with signatures) by the R&P Committee.

Nominators should include senior specialists from the larger field in which the candidate's special area of expertise is located. **In the case of associate professors being reviewed for tenure, nominators and evaluators must be full professors.** Please indicate your personal or professional relationship, if any, with those on the list and provide some background to indicate why they are appropriate nominators. Please exclude co-authors and co-editors (of published or forthcoming work), and thesis advisors from your list. In the interests of both propriety and fairness, please refrain from contacting the nominators.

- the names of your dissertation advisor and other members of the dissertation committee. They will be excluded as possible outside evaluators.
- a list of co-authors and co-editors (alpha order), if applicable.
- the names of people whom you would not want to be evaluators.
- an annotated list of the publications you plan to submit for review, in order to help identify appropriate evaluators of your work. This list should indicate the date and place of publication or the status of the publication if it is not already published (e.g., submitted, in press), the page count, and a one to two sentence synopsis. If you have published work in collaboration with others, please include the names of any co-authors as well as a description of your role in the work that led to publication. Please also submit this list in electronic form (as a Word document) to the Provost/Dean of the College, the Dean of Faculty Affairs, and the Clerk of the Committee on Faculty Appointments.

For fall tenure review, provide by **July 15***:

For spring tenure review, provide by **December 15***:

*If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.

- updated activities sheets (*See enclosed guidelines for completing activities sheets. Activities sheets should only cover the period since you have been at Wellesley.*)
- current curriculum vitae
- publications and/or other creative work (*mark unpublished work, "Draft, not for distribution"*)
- a research statement situating your work in the field for the outside evaluators (recommended, although optional)
- a personal statement of your professional achievements and plans for the future (not to exceed 2,500 words)

The personal statement should include information not easily found elsewhere in the record, such as: the way your courses contribute to the strength of your department's curriculum; special innovations and future plans in teaching, including the incorporation of technology; a summary of the objectives of your research program; a summary of work in progress and the directions you propose to take in the future; and the contributions of your committee service and other activities to your department and the College. This is an opportunity to mention any other matters you believe should be called to the attention of the CFA or R&P Committee as they consider your candidacy.

Candidates typically give their R&P committee a copy of the personal statement written to the CFA. The candidate may choose not to submit the exact same statement to the R&P and the CFA. It is important, however, that you provide your R&P with some statement of your professional achievements and plans for the future so that the R&P committee has all the information it needs to consider your candidacy and to write its recommendation to the CFA.

FORMAT OF CANDIDATE'S SUBMISSIONS:

We now offer evaluators the choice to receive materials in either hard copy or electronic format; therefore, you should submit them both ways. Included below are the instructions for submission of your tenure materials which are due on **July 15 for a fall tenure review (December 15 for a spring tenure review)**.

- It is your responsibility to provide your R&P with a copy of your materials. Please consult with your R&P chair as to the preferred format.

- **If you will be submitting a published book, please provide seven hard copies of it.** (Five for the outside evaluators and two for the CFA. Any copies for your R&P would be in addition to this.) We will be making hard copies of published books available to outside evaluators regardless of whether the other materials are being sent to them electronically. In addition, if you have access to an electronic copy of your book, please include it with your electronic submissions (see below).
- Hard copies – Although there are five outside evaluators, you will need to prepare just **three hard copies of all the materials for the outside evaluators.** (We are assuming that approximately half of the evaluators will want the materials sent in electronic format. If it turns out that all five prefer them in hard copy, our office will be responsible for preparing the other two sets.) These three sets should be **ready for mailing in standard-size Federal Express packaging. Do not seal the containers,** since we will be inserting the cover letter to the outside evaluator in each one. You do not need to provide FedEx air bills. Please deliver the packaged, but unsealed, materials to Jennifer Ellis (Green Hall, Room 346) by the July 15 (or December 15) due date. We will then insert the cover letter and address and mail the materials.

Note: With the exception of two hard copies of a published book (if applicable) for the CFA, no other hard copies of your submissions are needed for the CFA or faculty records (i.e., your appointment file).

- Electronic submissions – Tenure review submissions should be made electronically in PDF format using Google Drive. **Submission instructions will be sent to candidates in May for a fall tenure review (October for a spring tenure review).** If you have a manuscript (for example, a book manuscript not yet out in published book form) that you'd like scanned to a PDF file, our Copy Center can take care of it for you. If you would like a manuscript to be submitted in a format other than PDF, please contact LTS to discuss your needs.

The Office of the Provost and Dean of the College will reimburse the cost of books and the duplicating of articles, manuscripts, and unpublished work up to a maximum of \$500. If you need to have other materials reproduced, please contact the Provost's Office.

Candidates will receive from the Office of the Provost and Dean of the College copies of all correspondence between the CFA and R&P Committee (with names, identifying passages, and references to other individuals deleted). You may submit responses to this material and provide any other information to the R&P, CFA, or both. Your communications to the CFA are confidential and will not be given to the R&P, unless you send them a copy. Tenure candidates will also receive copies of outside evaluations with names and identifying passages deleted.

In the case of candidates being reviewed for tenure, the CFA may request copies of annual conversation reports and/or class visit reports from the R&P (with the exception of the two first-year developmental class visits). A tenure candidate's submission of a press contract might lead to a request from the CFA for the outside readers' reports.

Student evaluation questionnaires (SEQs) and unsolicited letters from colleagues and students are considered as part of the review process. Please note that, as required by legislation, SEQs for tenure-track faculty in the first semester of the first year of a four-year initial appointment are not reported to

the CFA or the departmental R&P committee¹. (These exclusions do not apply to tenure-track faculty who have an initial appointment of less than four years; SEQs from the first and second semester of their first year are reported to both the CFA and the departmental R&P committee.) Finally, SEQs for faculty in the year following a tenure decision are not reported to the CFA or the departmental R&P committee.

Due dates for R&P recommendation:

By October 15 each year, a list will be published of faculty members to be reviewed for reappointment, promotion, tenure, or merit increases in that academic year. The name of each faculty member under review will be included unless the candidate requests otherwise. Due dates for R&P recommendations are also included on the list.

Due dates for R&P recommendations will be as follows:

- **October 15***: assistant professors being reviewed for tenure
- **March 15***: associate and full professors being reviewed for tenure

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Dates notifications are due to candidates:

- fall tenure candidates: December 15
- spring tenure candidates: April 15

¹ For junior faculty who began their tenure-track appointment prior to semester I of 2014-15, there is also no required reporting of Student Evaluation Questionnaires to the Committee on Faculty Appointments in the second semester of a four-year initial appointment.