

**APPENDIX III**  
**THE TENURE PROCESS IN THE DEPARTMENT OF BIOMEDICAL SCIENCES**  
**Tenure Procedures**  
**Adopted 05/1208**

**I. THE GENERAL POLICIES AND PROCEDURES FOR EVALUATING CANDIDATES FOR TENURE ARE AS DESCRIBED IN SECTION E.10 OF THE UNIVERSITY FACULTY/STAFF MANUAL.**

- A. Guidelines for annual evaluations not leading to recommendation to grant or deny tenure are as described in **Appendix I** of the Departmental Code.
- B. For all tenure decisions, including combined promotion/tenure decisions, the Promotion and Tenure Committee (P&T Committee) shall consist of all tenured faculty of the Division in which the faculty member is appointed.
- C. Annual evaluations of non-tenured, tenure-track faculty shall be prepared by the appropriate Divisional P&T Committee, in concert with the Head, using criteria specified in **Appendix II**.
- D. The Chair of each Divisional P&T Committee shall be at the rank of Professor and be elected from the members of the P&T Committee.

**II. NOMINATION FOR CONSIDERATION OF TENURE**

- A. When the Head believes that the criteria for tenure have been met, and with mutual consent of the faculty member, the Head nominates the candidate for evaluation for granting of tenure, as described in Section E.10.5 of the Manual.
- B. Should mutual consent between the faculty member and the Head not be achieved as to the timing of the tenure nomination, the faculty member may initiate his/her own nomination for a tenure review by written request to the Chair of the Divisional P&T Committee and a subsequent two-thirds (2/3) majority approval of the P&T Committee to undertake the review. This approval shall be communicated in writing to the candidate and to the Department Head.

**III. TENURE REVIEW PROCESS**

Two primary factors weigh heavily in the tenure evaluation process -- teaching and research/scholarly activity. General requirements are that the nominee must demonstrate a continuous record of excellence in one of those two categories and a record of competence or higher in the other category. When appropriate, additional consideration may be given to the amount and quality of service to Department, College and University.

- A. Excellence in teaching may be documented by formal peer evaluations of lectures and demonstrations, student evaluations, and teaching awards. The committee will consider the level of the courses taught, the quality and thoroughness of preparation of lecture materials, and the depth and manner of presentation.
- B. Evidence for excellence in research and scholarly activity may include (as examples) number, quality, and impact of publications in peer-reviewed scientific and technical journals, obtaining and renewing funding from national and federal agencies based on peer review, presentation of invited seminars at national and international meetings, membership

on national review boards and editorial boards, and authorship of textbooks and electronic publications that are adopted by other institutions.

#### **IV. PROCEDURE AND SCHEDULE FOR EVALUATING A FACULTY MEMBER FOR TENURE**

- A.** Following nomination and agreement by the Divisional P&T Committee to conduct the tenure review, and by early August (See **Appendix II**, Section III), the nominee must provide the Chair of the Divisional P&T Committee the names and addresses of 8 individuals qualified to evaluate his/her contributions in teaching, research and/or service. The nominee also may list up to 3 individuals who shall not be contacted. Based on this/these list(s) and its knowledge of eminent peers, the Divisional P&T committee shall select individuals from whom to request evaluations. At least four reviewers must be external to the University. The chair of the Divisional P&T Committee shall send each of these evaluators a list of 4-8 specific questions to focus the response; one question shall request evaluation of the significance of the five most important publications, as identified by the candidate. This letter should be accompanied by a signed statement from the faculty member being evaluated, waiving or implementing his/her rights under the Freedom of Information Act. Letters must be received by September 15 to be reviewed. Evaluation letters are confidential and shall be maintained in a file separate from the dossier.
- B.** The faculty member being considered for tenure or promotion shall ensure that his/her dossier is complete, is as informative as possible, meets University requirements, and is presented to the Committee Chair by October 1. The Nominee may request assistance from any senior faculty member in preparing the dossier and other documents per University Guidelines. The faculty member also should prepare an approximately two-page narrative summarizing his/her major academic accomplishments, any limiting or constraining factors, and describing the significance of the five most important publications.
- C.** The Divisional P&T Committee shall provide a written Report documenting and evaluating the quality and quantity of achievements by the individual faculty member being evaluated. This Report will include recommended actions separately addressing tenure and promotion as appropriate, and should include minority report(s) prepared anonymously by any dissenting member(s). The Divisional P&T Committee shall provide the pertinent Report, with any minority report(s), to the Head. The Head shall provide a copy to the individual under consideration for promotion or tenure. The Nominee will have 7 calendar days to provide to the Committee any additional materials for his/her dossier. By October 14, this "Amended Dossier" shall be made available in the Departmental Office for review by the Divisional P&T Committee.

#### **V. VOTING; MAJORITY AND MINORITY REPORTS**

- A.** The Chair of the Divisional P&T Committee shall moderate meetings to consider recommendations to grant or deny tenure, with or without accompanying recommendation for promotion. The Department Head shall not attend these meetings and shall not vote as a Divisional P&T Committee member. After discussion at the meetings, a vote by secret ballot will be taken to either support or not support the granting of tenure. Divisional P&T Committee members not able to attend the meeting may vote in absentia by sealed written ballot presented to the Chair of the Divisional P&T Committee prior to the meeting. If faculty do not attend and do not provide a written ballot to the Committee Chair, they will be recorded as non-voting members.

- B.** Voting to recommend or deny tenure requires the presence of a quorum, defined here as equal to or greater than 2/3 of the members of the Divisional P&T Committee.
- C.** A recommendation to grant tenure requires a two-thirds (2/3) majority of voting members (of cast ballots, excluding abstentions) of the Divisional P&T Committee.
- D.** The number of abstentions and non-voting faculty will be noted in the final report. Each faculty member voting against the recommendation is requested to provide information to the Committee as to the basis for his/her vote. This information shall be included as the minority report of the dossier. If recommendations are made to grant tenure, the Chair of the Divisional P&T Committee shall prepare the forms necessary to accompany the Amended Dossier to the College and University levels.
- E.** The Divisional P&T Committee shall prepare a letter of transmittal describing the recommended action. This letter shall include a tally of the faculty vote, with the number of abstentions noted, and a summary of majority and minority views expressed by the faculty, if available. This letter, together with the candidate's Amended Dossier, shall be provided to the Head by October 15 or date specified by the Head. The letter of transmittal and Amended Dossier shall not become part of the nominee's permanent record and will not be available to future Committees unless a recommendation is advanced from the Department to the College level.
- F.** The Head shall write a review and either endorse the faculty action or recommend reversal. The Head may overrule a recommendation only for compelling reasons, which must be stated in writing to the recommending body and to the faculty member being evaluated (Section E.9.5.1, Manual).
- G.** The review by the Head will be incorporated into the Amended Dossier, which along with copies of letters of evaluation, shall be transmitted to the Dean by November 1 or date specified. Documentation forwarded to the Dean will include the tally of the votes from the Divisional P&T Committee.
- H.** Nominees may appeal reversal of tenure recommendations at any stage of the tenure process according to criteria established in Section E of the Manual.