

APPENDIX B

CHECKLIST FOR TENURE POLICIES

- Definition of tenure.
- Clear explanation of requirements for reappointment and tenure.
- Tenure standards that will apply if a scholar receives a joint appointment under two or more departments.
- Definitions of teaching, research, and service.
- Explanations of how teaching, research, and service will be evaluated.
- Statement as to whether and how collegiality can be considered in awarding tenure.
- Relative weight given to each criterion for tenure or level that must be achieved.
- Listing of who may apply for tenure.
- Situations in which a candidate can come up early for tenure.
- Permissibility of reapplication for tenure by a candidate who is considered early and denied.
- Documentation each candidate must provide to be considered for tenure.
- Steps the department chair must take before a candidate can be considered for tenure.
- Standards for documentation of deliberations and the tenure process.
- Policy on confidentiality of tenure deliberations and information contained in the tenure file.
- Statement of the relationship between tenure and various academic ranks.
- Listing of the departments, committees, and administrators that will review each tenure application.
- Role of a faculty member who votes on a candidate at the departmental level and also serves on the P&T committee.
- Periodic evaluations of a candidate's progress.
- Statement as to whether the periodic evaluations will be included in the tenure file that goes beyond the departmental level.
- Procedures for handling:
 - **Publications accepted after tenure review begins.**
 - **Prior internal complaints about a candidate.**
 - **Informal or unsolicited opinions about a candidate.**
 - **A candidate's inability to obtain enough formal letters of review from outside the institution.**
- Situations in which tenure clocks will be extended.
- Effect on tenure clock when a candidate receives extra time for personal reasons, laterals in from another university, visits at another institution, or takes a personal leave of absence.
- Statement on whether an institution can deny tenure because of financial exigency.
- Statement on whether the institution can deny tenure because a candidate's specialty is no longer needed by the department.
- Remedy if institution determines it failed to follow procedure.
- Any grievance rights for candidates regarding the tenure process.
- All levels of appeal to which a candidate is entitled.

