

Outline of Tenure review Procedures

November 2007

Please note:

More Information is available on the DOF website.

The Handbook of Academic Administration is being revised.

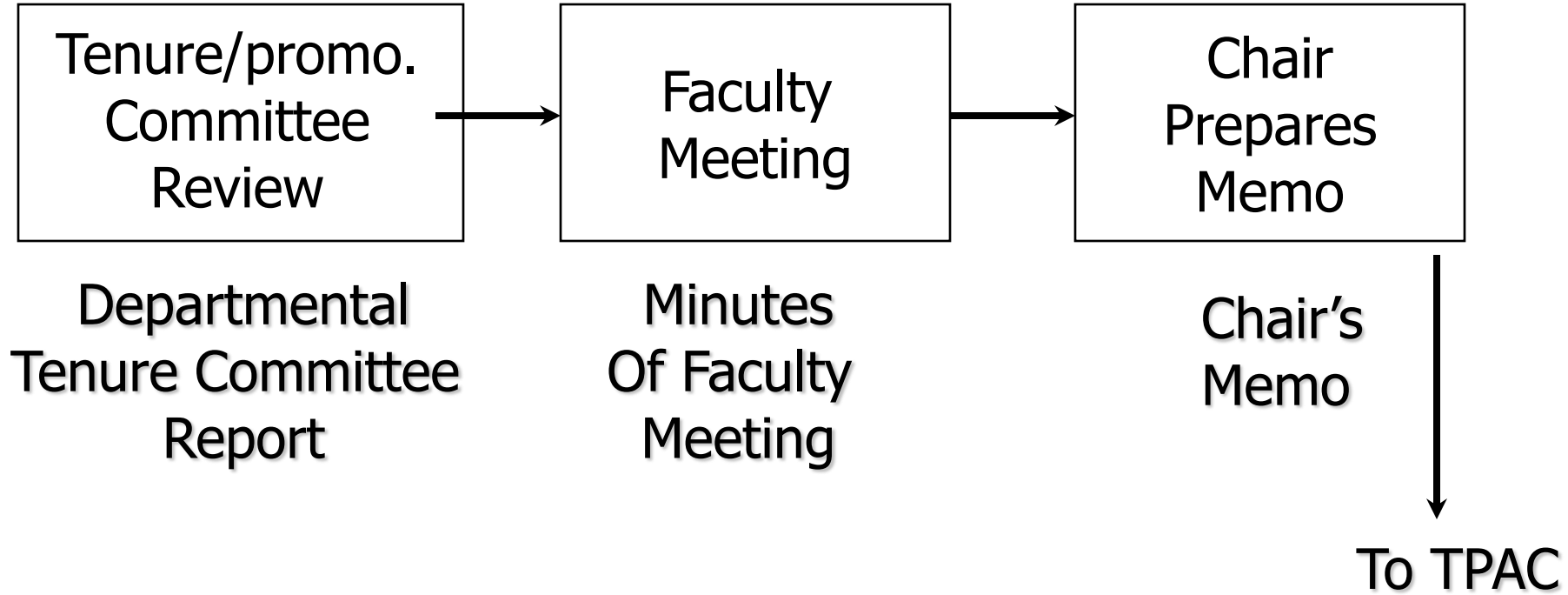
Tenure

- Granting of Tenure is the one of the most important decisions we make
- It is what defines our future as a university
- It can be a life-changing event for the individual
- This is why it is a process that involves multiple stages: tenure committee, department, TPAC, Deans, Provost

Tenure

- Each of these stages is important
- At each step we have a responsibility to be rigorous, to uphold our standards, and do what is in the university's best interest
- We also have to be fair; following procedures consistently is an indication of this

Departmental Process



Department Chair's Role

Mentoring

- Faculty should have clear understanding of the department's written statement on standards and criteria
- They should receive advice and support in professional development: publication, grants, attending conferences etc.
- Annual Reviews and Contract Review should be informative and honest

Department Chair's Role

Make it clear that:

- Annual and contract extension reviews are not meant to prejudge the tenure review
- Positive reviews leading up to the tenure review do not guarantee tenure
- Tenure review is more extensive and relies on important additional information

Department Chair's Role

- Make sure that the tenure committee has reviewed and understands procedures outlined here and in the Handbook of Academic Administration
- See that departmental discussion and evaluation follows its own written statement on standards and criteria

Criteria: TPAC, Faculty Rules

“Candidates for tenure at Brown must show evidence of outstanding scholarship. They must also be highly effective teachers, and be positive contributors to faculty governance as well as to the intellectual life of their department, university, and profession. Demonstrated ability in teaching and service are necessary but not sufficient conditions for tenure.

Prior Service at Another Institution

- It may be appropriate to conduct a tenure review before the sixth year at Brown
- In such cases a two year renewal of first contract generally provides adequate time for a tenure review
- There is no second chance at a tenure review; a faculty member can come up for tenure just once

Prior Service at Another Institution

- Teaching and Service at Brown given higher weight
- Recent research output is generally good indicator of future trajectory
- But tenure decision takes account of candidate's full range of output

Criteria: TPAC, Faculty Rules

Peer esteem, both within and outside the University, is a valuable indicator of scholarly ability and achievement. In all cases, it is important to consider the quality and not only the quantity of scholarly production.”

President Ruth Simmons, Faculty Bulletin, 2004

“Scholarship is the most important dimension of the tenure decision in a research university. Without its full measure of advanced scholarship, a university is a modest extension of an excellent secondary school where teaching and service are robust. Without the requisite high standards for scholarship, we fail in our mission even if we achieve well in the areas of teaching and service.

President Ruth Simmons, Faculty Bulletin, 2004

“Today, it is scholarship that most indelibly marks a university’s long term health. Faculty given lifetime tenure at Brown are expected to produce scholarship of the sort that, because of its innovation, originality, utility, and importance adds significantly to what Brown is able to accomplish as a university.”

Full article:

[http://www.brown.edu/Administration/Dean
of the Faculty/policies.php?page=stp](http://www.brown.edu/Administration/Dean_of_the_Faculty/policies.php?page=stp)

General Criteria for Tenure

- Publication of papers in top peer-reviewed journals
- Publication of books
- Other publications, reviews etc.
- External Grants
- Solo performances/exhibitions (in the Arts)
- But there is no magic formula
- Quality rather than quantity is paramount

General Criteria for Tenure

- External letters, from renowned scholars in the field are crucial
- They are asked to assess the quality of research, its influence and impact on the field, and to make comparisons

Teaching

- It's important to have sufficient evidence on teaching abilities of a candidate, preferably over a wide range of courses. Frequent leaves could lead to insufficient data.
- Student evaluations are important, but not the only means of evaluation, e.g. class visits by senior faculty.
- Comparisons with other faculty (in similar courses)

The Dossier

(Items that may not be in old Handbook)

- Choice of External referees is important – should be acknowledged leaders in the field, preferably from peer institutions
- Some suggested by candidate, and some by department
- Have a long list of referees at the outset, request at least 10 letters and keep some names in reserve

External Referee Letters

- Referees should be asked to comment on depth, originality, impact and potential of scholarship.
- They should make comparisons with 3 or 4 individuals along these lines

For a sample letter, see Appendix E of the Handbook of Academic Administration on DoF website

Chair's Memo to TPAC

- Summarize discussion in department meeting (unless minutes reflect this adequately)
- Analyze strengths and weaknesses, and make a reasoned judgment on either support or denial – not a rubber stamp approval of committee or department recommendation
- Fair and balanced judgment, not advocacy

From DoF to TPAC

- The DoF office will review dossiers before they appear on TPAC agenda
- Dossiers that do not meet standards will be sent back to department
- For tenure decisions that have be made by June 30, we ask that department send us dossier by **February 1**

TPAC

- TPAC is required to make its own judgment, based on the evidence and the case made by the department
- It may seek additional information
- While its review consists primarily of the evaluation of professional qualifications., it also considers procedures.
- Candidates have the right to appear before TPAC.

Chair's meeting with TPAC

- Chairs should be prepared to discuss substance of all aspects of the case
- Remember that TPAC has to make its independent recommendation to the administration - not a rubber-stamp

Questions about Procedures

- Contact Beth Doherty, Director of Faculty Affairs x 3-2313 (or office of Dean of Medicine and Biological Sciences)