

2024 Pre-Tenure Review Calendar

College of Arts and Sciences, duPont-Ball Library, School of Business Administration, and School of Music

Pre-tenure reviews may be conducted at any time deemed appropriate by the Dean, Provost, and/or Chair of the departmental-level review. Typically, pre-tenure reviews are conducted in the 2nd and 4th years of pre-tenure service.

Please note: hereafter in this document, “Chair” refers to the **Chair of the departmental-level review**, recognizing that the Chair may be the Department Chair (CAS and SoBA), Associate Dean (Library and SoM), or, in cases where an ad hoc committee has been formed, a designated Chair of the department-level review other than the Department Chair or Associate Dean.

Upload information:

At several stages in the review process reviewers will upload letters in PDF format to the candidate’s confidential folder. To facilitate ease of review, please use the naming conventions outlined below.

Standard naming convention: [candidate last name_level of review_reviewer’s initials]

Example 1: Smith_dean_ES.pdf

Example 2: Smith_dept chair_CC.pdf

Example 3: Smith_dept committee_EH.pdf

Example 4: Smith_CAS committee_HE.pdf

Example 5: Smith_university committee_MD.pdf

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- Jan 16*** Candidates finalize pre-tenure review electronic portfolios in the OneDrive folder established for the candidate. Beyond this date the candidate may not add to or alter any documents in the portfolio. The Chair will notify tenured members of the departmental-level review that candidate portfolios are available and will coordinate at least one meeting to discuss the candidate’s progress toward meeting the standards for promotion and tenure. Additional meetings may be scheduled if needed.
- Feb 5** Deadline for departmental-level review: colleagues to submit written, signed letters of evaluation which are not shared with the candidate. Letters should consider the candidate’s progress with explicit reference to the University and Divisional standards for promotion and tenure.
- Feb 19** Deadline for chairs to share with each candidate a written summary of the departmental-level review colleague letters, to include the Chair’s own evaluation of the candidate. The summary letter must make explicit reference to the University and Divisional standards. It is not shared with other members of the departmental-level review. The Chair’s letter must culminate in one of the following recommendations to the Dean:
- 1) Renew the candidate’s tenure-track appointment
 - 2) Renew the candidate’s tenure-track appointment and recommend another review during the next academic year to address areas of weakness; or
 - 3) Discontinue the candidate’s tenure-track appointment and issue a one-year terminal contract.

*Date changed from Dec. 15th to Dec. 16th for observance of the Martin Luther King Jr. holiday.

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Chairs upload the departmental-level review and their own evaluative letters to the confidential folder established for the candidate, using the uploading instructions.

- Feb 21 Deadline for candidates to submit the optional response to the Chair's letter. The optional response should be submitted in writing to the Chair. Chairs upload the optional response to the confidential folder established for the candidate, using the uploading instructions above.
- Feb 23 Deadline for the following to be made available to the Dean by the Office of Academic Affairs: the portfolio and confidential folders, which will include the Chair's pre-review summary letter; the candidate's response (if applicable); and departmental-level review colleague letters. These letters are then to be maintained by the Dean. When the candidate applies for tenure and promotion, the letters will be added to the candidate's confidential folder before it is shared with the College/School/Library T&P Committee.
- Apr 1 Deadline for the Dean to upload his/her response to the candidate's pre-tenure review, using the upload instructions above. In a fourth-year review, a clear assessment must be made in the Dean's letter of the candidate's potential for success in the tenure and promotion process. If any questions emerge about the candidate's potential for success in the tenure and promotion process, the Dean should discuss the pre-tenure review with the Chair and the Provost prior to the portfolio being evaluated by the Provost.
- The Dean's written response to the pre-tenure review must culminate in one of the following recommendations to the Provost:
- 1) Renew the candidate's tenure-track appointment
 - 2) Renew the candidate's tenure-track appointment and recommend another review during the next academic year to address areas of weakness; or
 - 3) Discontinue the candidate's tenure-track appointment and issue a one-year terminal contract.
- Apr 8 Deadline for candidates to submit the optional response to the Dean's letter. The optional response should be submitted in writing to the Dean. The Dean uploads the optional response to the candidate's confidential folder using the upload instructions.
- Apr 10 Deadline for the portfolio and confidential folder containing all previous letters of evaluation and response to be made available to the Provost by the Office of Academic Affairs.
- May 1 Deadline for the Provost to inform candidates in writing of the personnel decision(s) resulting from the pre-tenure review. By or before May 10, 2024, the Provost will meet with any candidate whose review results in a recommendation of termination/non-renewal of a tenure-track contract. Faculty whose tenure-track contract is terminated will be offered a final one-year contract for the next academic year.

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May-Aug The Provost, in consultation with the Dean and Chair, will meet with candidates whose pre-tenure reviews have reflected deficiencies in teaching, scholarship, and/or service. Every attempt is made to hold these meetings before classes begin in the fall.

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