

College of Arts and Sciences

Guidelines for Assembly and Review of Dossiers in Expedited Tenure Reviews

This guide is provided to department heads to assist them in assembling the expedited tenure dossier. The dossier must contain all information requested below, and it must be assembled in the order given below.

Note to the various review committees, including the College's Promotion and Tenure Committee: The expedited tenure process applies only to newly hired faculty who have been granted tenure at a comparable institution of higher learning and who have made the granting of tenure upon appointment a condition of their accepting UTK's offer of employment. The process operates under a principle of reciprocity, by which we recognize and accept another institution's judgment regarding tenure. Board of Trustee's policy requires, however, that we follow the same process in expedited cases that apply to regular cases. By review of the materials in an expedited dossier, review committees confirm the judgments of the other institutions that have granted tenure.

Because it is assumed that the individual undergoing expedited tenure has already passed through a rigorous review of her or his credentials, expedited dossiers contain much less information than dossiers for the regular process. In many cases, information regarding scholarship and service is to be found on the *curriculum vitae*. Since *vitae* often do not contain information about teaching other than a list of courses taught and students supervised, the dossier usually contains assessments of teaching.

Expedited tenure cases often have a very short turnaround time. In many cases, the short turnaround time requires the College to use external letters that were submitted as part of the application. Even in instances where time permits us to solicit external letters of assessment, sources of the names and affiliations of the letter writers do not always and need not necessarily follow the guidelines for regular tenure evaluations.

Expedited cases require a decision about tenure only. Rank is determined at the time of appointment by the dean in consultation with the provost.

Essential Documents:

- A. Summary Sheet (Section A)
- B. Copy of Most Recent Teaching Evaluation/SAIS Reports (One is sufficient, two is preferred.) (Section B)
- C. Log of External Letters (Section F)
- D. Minimum of 3 External Letters (Section F)
- E. Department Head Letter of Support (Section G)
- F. Report of Department Review Committee (Section G)
- G. Departmental/School Tenure Criteria (Section G)
- H. Candidate's CV

Pages should be numbered within each section following the standard Promotion and Tenure Guidelines in order to provide as much continuity as possible for those reviewing the dossier.

Number of Copies (hand delivered to Marla Roberts in 312A Ayres Hall)

- The original expedited dossier, containing signed, original letters from external reviewers (can be either printed or official electronic copies)
- Two (2) paper copies of the complete expedited dossier
- A digital copy of the expedited dossier in one pdf file emailed to mrober56@utk.edu. The pdf should be a true pdf document and not just a scan of the printed document.

Direct inquiries to Marla Roberts (mrober56@utk.edu, 974-4161)