

Checklist for Faculty Being Reviewed for Tenure

The information given here is intended as a guide to the Reappointments and Promotions (R&P) process but does not serve as a substitute for legislation. Please refer to Book I, Article IX, for faculty appointment policies. Non-tenure track appointments are not subject to these procedures.

(1) Adjustments to the tenure clock

If a candidate will be petitioning the Committee on Faculty Appointments (CFA) to retroactively count or not count a year of the probationary period as a year in rank, those petitions should normally be received by the CFA no later than the following dates of the calendar year **prior** to the tenure review:

Fall tenure review deadline (assistant professors): **December 15***

Spring tenure review deadline (associate and full professors): **September 15***

These deadlines apply to petitions regarding retroactive counting or not counting of years in rank for early leaves, parental leaves, or personal leaves, as well as petitions to retroactively count an extension granted under the “extraordinary circumstances” provision as a year in rank.¹ Such petitions should be submitted by the candidate, with the R&P chair copied, briefly stating which period the candidate is requesting to have retroactively counted or not counted as a year in rank, and the new tenure review date should the petition be granted. We encourage candidates to consult with their R&Ps before submitting such a petition.

(2) List of Nominators

Fall tenure review deadline: **April 15***

Spring tenure review deadline: **November 15***

In conjunction with their R&Ps, candidates should develop a list of five senior specialists from the larger field in which their area of expertise is located. These individuals will serve as nominators, and will be contacted to suggest other senior scholars who would be appropriate evaluators of the candidate’s work. For tenure cases, all nominators should be tenured or the equivalent, and for associate professors being reviewed for tenure, nominators should be full professors. We recommend the inclusion of at least one nominator from a liberal arts college,

¹ These deadlines do not apply to petitions for an extension of the probationary period under Article IX, Section 3(B)(2)(c)’s “extraordinary circumstances” provision. Such petitions should be submitted by assistant professors or their R&Ps no later than **September 15** of the calendar year before a scheduled tenure review, and should persuasively demonstrate how decisions by the college have interfered with the assistant professor’s capacity to conduct research for at least one academic year. The CFA will carefully consider these petitions and only grant them in rare, truly extraordinary circumstances, such as in the case of a campus building project that significantly disrupts faculty research facilities for several months.

and co-authors, co-editors or dissertation advisors should not be suggested. In the interest of propriety and fairness, we ask that candidates and R&Ps refrain from contacting the nominators.

By the deadline, candidates should provide the following materials by email to the Clerk of the CFA, Jen Ellis (jellis5@wellesley.edu):

- The names of **five** nominators, as well as their titles, affiliated institutions, telephone numbers, and e-mail addresses. Please also provide a brief description of why each person is an appropriate nominator, and note any personal or professional relationship.
- The names of your dissertation advisor and other members of the dissertation committee
- An alphabetical list of any co-authors and co-editors, if applicable
- The names of any individuals who you would like to exclude as evaluators
- An annotated list of the publications that you plan to submit for review, in Word format. This list will be shared with the nominators and potential evaluators, in order to help identify appropriate evaluators of your work.
 - The list should include: the date and place of publication or the status if the work is not yet published (e.g. submitted, in press), the page count, and a one to two sentence synopsis
 - For co-authored work, please include the names of any co-authors, as well as a description of your role in the work that led to publication

R&P chairs should also provide a signature page confirming that the R&P has approved of the list of nominators.

(3) **Submission of materials**

Fall tenure review deadline: **July 15***

Spring tenure review deadline: **December 15***

For outside evaluators:

- Detailed list of submissions for outside evaluators, including publication titles
- Research statement situating your work in the field (this will typically be more detailed than the description of your research in your personal statement, as the research statement is meant for experts)
- Curriculum vitae
- All publications and/or other creative work to be considered for review
 - You should submit any material completed during your probationary period. If you so choose, you may also include work completed prior to your tenure-track appointment, or work that is not yet published. If you will be including unpublished material, we encourage you to mark it “draft, not for distribution.”

The CFA will have access to the material shared with the outside evaluators. In addition, you should also provide additional materials for the CFA.

For the CFA:

- Detailed list of submissions for the CFA, including publication titles
- Personal statement of your professional achievements and plans for the future
 - Not to exceed 2,500 words
 - The personal statement should include information not easily found elsewhere in the record, such as: your philosophy of pedagogy and how your courses contribute to the strength of your department's curriculum; special innovations and future plans in teaching; a summary of the objectives of your research program; a summary of work in progress and the directions you propose to take in the future, written for a non-specialist audience; and details regarding your service to your department/program and the College community.
- Activities sheets
- Sample teaching materials (optional but recommended)
- Any other materials that you believe will be helpful to the CFA in evaluating your candidacy. Please note that the CFA will have access to SEQs², your early leave application, your early leave report, and unsolicited letters, so you do not need to submit these materials.

All of your materials for the CFA and external evaluators must be submitted in electronic form. Several weeks before the deadline, candidates will receive detailed instructions regarding the logistics of submitting these materials.

In addition to the electronic submission of your materials, you should also plan to provide the following materials in **hard copy**:

- **Three sets of all materials to be sent to the external evaluators**, ready for mailing in **unsealed FedEx packaging** (our office will insert a cover letter). Many candidates choose to use binders to organize their hard copy materials, but there is no required format. We offer evaluators the option of receiving materials in hard copy or electronically, and if more than three evaluators request a hard copy, the Provost's Office will prepare additional sets.
- **Seven hard copies of published books.** If you will be submitting a published book, we provide hard copies to all five evaluators, and also reserve two copies for the CFA.

The Provost's Office will reimburse the cost of books and the duplicating of articles, manuscripts, and unpublished work up to a maximum of \$500.

Candidates typically give their R&P a copy of all materials that they provide to the CFA, including the personal statement. A candidate may choose not to submit the same statement to the R&P and the CFA, but it is important to provide the R&P with some statement of your

² Please note that, as required by legislation, SEQs for tenure-track faculty in the first semester of the first year of a four-year initial appointment are not reported to the CFA or the R&P. (For junior faculty who began their tenure-track appointment prior to semester I of 2014-15, there is also no required reporting of SEQs to the CFA in the second semester of a four-year initial appointment.) These exclusions do not apply to tenure-track faculty who have an initial appointment of less than four years; SEQs from the first and second semester of their first year are reported to both the CFA and the departmental R&P committee.

professional achievements and plans for the future so the R&P has all the information it needs to consider your candidacy and write its recommendation.

As a matter of policy, the CFA does not share materials it receives from a candidate with the candidate's R&P. It is therefore your responsibility to ensure that your R&P receives a copy of your materials, and you should consult with your R&P chair regarding the R&P's preferred format.

(4) Review procedures

As external evaluations are received, they will be shared with R&P chairs. Candidates will also receive copies of each evaluation with names, identifying passages, and references to other individuals removed.

R&P recommendations are due:

Fall tenure review: **October 15***

Spring tenure review: **March 15***

During its review, the CFA may request copies of annual conversation reports and/or class visit reports from the R&P (with the exception of the two first-year developmental class visits). A tenure candidate's submission of a press contract might lead to a request from the CFA for the outside readers' reports. The CFA may also ask written questions of an R&P or ask to meet in person with an R&P.

Candidates will receive copies of all correspondence between the CFA and R&P (with names, identifying passages, and references to other individuals removed).

At any time, you may submit written responses to this correspondence or provide other information or updates to the R&P, CFA, or both. Your communications to the CFA are confidential and will not be shared with your R&P, and unless you inform the CFA that you have also shared the response with your R&P, the CFA will not refer to it in any later communications.

(5) Notification deadlines

Fall tenure candidates: **December 15**

Spring tenure candidates: **April 15**

*For all deadlines other than the notification deadlines, if the date falls on a weekend or holiday, the deadline is moved to the next business day.