Departmental Tenure Review Checklist
(Approximate Target Dates in Parentheses)

_____ 1. Departmental review committee established. (April or May of academic year prior to academic year of tenure review)

   Note: Vanderbilt University regulations stipulate that all materials in a tenure dossier can be seen only by the tenured faculty of the department, the Dean, and the Dean’s advisory committee (Peabody Promotion and Tenure Committee). Staff members who assist with the review must maintain strict confidentiality.

_____ 2. Candidate supplies names, titles, brief biosketches, and contact information for six prospective external reviewers. (by mid-May)

_____ 3. Review committee identifies at least six potential external reviewers and prepares brief biosketch for each. The candidate’s list and the committee’s list must not overlap. (by end of May)

_____ 4. Candidate’s list, the committee’s list, and all biosketches submitted to Dean Benbow in a hardcopy memorandum in which the source (candidate or committee) of each name is identified. (June 1)

_____ 5. Written approval of external reviewers received from Dean Benbow. (by mid-June)

_____ 6. Four candidate-nominated and four committee-nominated external reviewers agree to help with review. (Including one extra reviewer in each category is strongly recommended to help assure that the minimum of three letters from each will be achieved.) Initial contact is made by department chair via email or telephone; messages and/or notes of telephone conversations (including those with persons who decline to serve as reviewers) must be included in Tenure Dossier. (by July 1)

_____ 7. Candidate’s statement and unannotated CV received. The personal statement must be no longer than ten double-spaced pages (12-point type, 1.5 inch left margin and 1.0 for others) and must consist of two separate sections, (1) Research and (2) Teaching and Service. (by August 1)

_____ 8. Template from Dean’s Office (Suzan McIntire) used to prepare cover letters to external reviewers.

_____ 9. Cover letters (from department chair), Research section of candidate’s statement, candidate’s CV (unannotated version), and copies of representative publications sent to external reviewers with early October response deadline. (by mid-August)

_____ 10. Additional external reviewers are contacted and sent materials as may be required by failures to supply useable letters. (All received letters must, however, be included in Tenure Dossier.) At least three, and preferably four, of the letters must be from persons selected by the review committee.
11. Candidate’s statement, representative publications, and annotated candidate’s CV posted on Web for review by tenured faculty. (by mid-September)

12. Printed student comments from course evaluation questionnaire assembled. (early October)

13. Means and standard deviations of teaching evaluations summarized and compared to departmental norms (using Excel template supplied by Suzan McIntire). Data also must include, for each class taught, the mean and standard deviation of the GPA of grades awarded (this information appears on reports available from the Peabody Registrar’s Office). (early October)

14. Candidate’s teaching observed by two faculty members on two different occasions. (early October)

15. Review committee completes its report. (by end of October)

16. Tenure Dossier—excluding Table of Contents, Chair’s Memo, Summary of Tenured Faculty’s Discussion, and page numbers—assembled according to “Contents of Tenure Dossier” (document available from Dean’s Office). (early November)

17. Unsolicited letters (if any) placed in the Tenure Dossier prior to its review by the tenured faculty of the department. Only those eligible to vote (tenured faculty) may review the contents of the Tenure Dossier.

18. Tenure Dossier (excluding the items noted in #16) made available for review by the tenured faculty 10 days prior to their meeting to consider the case.

19. Arrangements made for staff person or tenured faculty member to take minutes of the discussion of the tenured faculty. Alternatively, a tape recording of the meeting may be used for preparation of minutes.

20. Tenured faculty meet to discuss the case.

21. At the meeting, those present reminded that “By the end of the second business day after the vote, any faculty member eligible to vote may write a letter expressing his or her views on the deliberations by the faculty. These letters are to be made available to all faculty who are eligible to vote.” (Vanderbilt Faculty Manual)

22. Double-blind vote completed and results tallied.

23. Letters (if any) from faculty regarding the deliberations placed in the Tenure Dossier.

24. Minutes (narrative summary) of the faculty deliberations prepared and circulated to the tenured faculty. Accompanying the minutes is a reminder that “Any faculty member who believes that the minutes or summary does not fairly reflect the deliberations at the meeting may submit a letter to the department chair … before the end of the second working day after distribution of the minutes or summary. All such letters will be made
available for review by the faculty eligible to vote and will be included in the dossier.” *(Faculty Manual)*

_____ 25. Department chair “writes a letter of transmittal ['chair’s memo’] that reports his or her views of the full range of faculty deliberations.” This becomes item #2 in the “Contents of Tenure Dossier.” Faculty meeting minutes should follow this memo.

_____ 26. Pages of Tenure Dossier consecutively numbered.

_____ 27. Tenure Dossier delivered to Suzan McIntire by **end of first work week in December** (firm deadline).