

EARLY TENURE CHECKLIST

Campus:

Faculty Member:

PART 1: Detailed Justification for Early Tenure Application	
<input type="checkbox"/>	Detailed statement/letter (written by CAO, Dean, or Department head) justifying tenure consideration prior to the candidate serving the full six-year probationary period. This letter should clearly articulate how this candidate stands out among peers.
PART 2: UT Employment Documentation	
<input type="checkbox"/>	Copy of the signed offer letter or appointment letter.
PART 3: Entire Dossier	
<input type="checkbox"/>	Chancellor letter recommending tenure (signed).
<input type="checkbox"/>	Provost letter recommending tenure (signed). This letter must reflect findings resulting from an thoughtful and independent review of tenure materials at the Provost level.
<input type="checkbox"/>	Dean letter recommending tenure (signed). This letter must reflect findings resulting from an thoughtful and independent review of tenure materials at the Dean level.
<input type="checkbox"/>	College/School (second-level) Committee letter and associated voting sheet. Must include detailed explanation (with evidence) for the decision (including any reservations).
<input type="checkbox"/>	Department Chair/Head or Director letter (signed). This letter must include compelling reasons for early consideration (consistent with Board policy, candidates do not receive credit for prior work at another institution). This letter must reflect findings resulting from an thoughtful and independent review of tenure materials.
<input type="checkbox"/>	Departmental Committee letter and associated voting sheet. Must include detailed explanation (with evidence) for the decision (including any reservations).
<input type="checkbox"/>	Letters from external evaluators (signed and on letterhead). Must include an explanation of how evaluators were selected as well as a copy of the letter used to solicit input (all letters received should be included).
<input type="checkbox"/>	Statement(s) of teaching, learning, research, creative activity etc. (if required as a part of the dossier).
<input type="checkbox"/>	Candidate's self-evaluation/ assessment statement (if required as a part of the dossier).
<input type="checkbox"/>	Peer Evaluations of Teaching (all since being hired).
<input type="checkbox"/>	Student Evaluations of Teaching (all since being hired).
<input type="checkbox"/>	Miscellaneous Documents (e.g., responsibilities, expectations, campus docs, etc.).
PART 4: Copy of Candidate's Curriculum Vitae	
<input type="checkbox"/>	Completed (and current) Curriculum Vitae.
PART 5: Other Evaluations	
<input type="checkbox"/>	Annual Evaluation for all years of UT probationary period.
<input type="checkbox"/>	Mid-Cycle Review.