

## TENURE UPON INITIAL APPOINTMENT (TUIA) CHECKLIST

<b>PART 1: Detailed Justification for Tenure Upon Initial Appointment</b>	
<input type="checkbox"/>	Detailed statement/letter (written by Provost/CAO, Dean, Department Chair/Head, and/or Director) justifying why consideration for tenure upon initial appointment was necessary for recruitment of this candidate.*
<input type="checkbox"/>	Documentation that the candidate holds tenure at their current institution.*
<b>PART 2: Offer Letter or Appointment Letter</b>	
<input type="checkbox"/>	Copy of the signed offer letter or appointment letter.
<input type="checkbox"/>	Copy of the original position description and/or position announcement.*
<b>PART 3: Documentaion Associated with Review of Candidate for Tenure Upon Initial Appointment</b>	
<input type="checkbox"/>	Chancellor letter recommending tenure upon initial appointment (signed).
<input type="checkbox"/>	Provost/CAO letter recommending tenure upon initial appointment (signed). This letter must reflect findings resulting from a thoughtful and independent review of tenure materials at the Provost/CAO level.
<input type="checkbox"/>	Dean letter recommending tenure upon initial appointment (signed). This letter must reflect findings resulting from a 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 included detailed explanation (with evidence) for the decision (including any reservations).
<input type="checkbox"/>	Department Chair/Head or Director letter (signed). This letter must reflect findings resulting from a thoughtful and independent review of tenure materials.
<input type="checkbox"/>	Departmental Committee letter and associated voting sheet. Must included detailed explanation (with evidence) for the decision (including any reservations).
<input type="checkbox"/>	Letters from external evaluators requested specifically for tenure upon initial appointment (signed and on letterhead).
<input type="checkbox"/>	Miscellaneous documents (e.g., responsibilities, expectations, campus documents, etc.).
<b>PART 4: Copy of Candidate's Curriculum Vitae and Application Materials</b>	
<input type="checkbox"/>	All application materials (application letter, recommendations, etc.).*
<input type="checkbox"/>	Complete (and current) curriculum vitae.*
<b>PART 5: Additional Documentation Required</b>	
<input type="checkbox"/>	Explanation of process used to confirm accuracy of information in the CV and application materials.
<input type="checkbox"/>	Explanation of the process used to confirm the candidate was tenured at their prior institution and that the candidate was not terminated involuntarily.
<input type="checkbox"/>	Date search was initiated and number of applicants for the position.
<input type="checkbox"/>	Documentation of the candidate's salary at their previous institution.

\* Required for preliminary approval by UT President. Preliminary approval must be requested by the campus CAO; approval must be obtained **prior** to issuing an offer letter.

Updated July 1, 2021