## TENURE UPON INITIAL APPOINTMENT (TUIA) CHECKLIST

### PART 1: Detailed Justification for Tenure Upon Initial Appointment

- 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.
- Documentation that the candidate holds tenure at their current institution.

### PART 2: Offer Letter or Appointment Letter

- Copy of the signed offer letter or appointment letter.
- Copy of the original position description and/or position announcement.

### PART 3: Documentation Associated with Review of Candidate for Tenure Upon Initial Appointment

- Chancellor letter recommending tenure upon initial appointment (signed).
- 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.
- 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.
- College/School (second-level) Committee letter and associated voting sheet. Must include detailed explanation (with evidence) for the decision (including any reservations).
- Department Chair/Head or Director letter (signed). This letter must reflect findings resulting from a thoughtful and independent review of tenure materials.
- Departmental Committee letter and associated voting sheet. Must include detailed explanation (with evidence) for the decision (including any reservations).
- Letters from external evaluators requested specifically for tenure upon initial appointment (signed and on letterhead).
- Miscellaneous documents (e.g., responsibilities, expectations, campus documents, etc.).

### PART 4: Copy of Candidate’s Curriculum Vitae and Application Materials

- All application materials (application letter, recommendations, etc.).
- Complete (and current) curriculum vitae.

### PART 5: Additional Documentation Required

- Explanation of process used to confirm accuracy of information in the CV and application materials.
- Explanation of the process used to confirm the candidate was tenured at their prior institution and that the candidate was not terminated involuntarily.
- Date search was initiated and number of applicants for the position.
- 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*