



College of Arts and Sciences

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Date: December 10, 2020
To: Department Heads, College of Arts and Sciences
From: Enrico Pontelli, Dean
Subject: Progress Toward a Continuous Contract for Non-tenured Tenure-track Faculty Members

Attached is a list of all the non-tenured, tenure-track faculty in your department. If you see any errors on this list, please let Sheri Pettit know at your earliest convenience. Please send our office the following documents no later than **March 5, 2021**.

- 1) The departmental promotion and tenure committee report about overall progress toward continuous contract;
- 2) The Department Head's own, independent, written assessment of overall progress toward a continuous contract for tenure-track faculty (including opportunities for improvement). *Note that effective with this renewal cycle, this will simply be a copy of the materials Department Head's prepared with the annual evaluation form.*

The departmental promotion and tenure committee must evaluate progress toward a continuous contract for each untenured tenure-track faculty member, and report in writing progress towards tenure, with clear assessment of progress in the four areas of effort. The document should clearly highlight strengths and provide constructive suggestions for improvement. In addition, the committee should recommend in writing in a stand-alone document to the Department Head whether a new, temporary contract should be issued to each of these faculty. College policy is that non-departmental members of the promotion and tenure committee shall be included in making the recommendations above, and all voting members are required to sign the committee report. The report should be a fair summary of the discussion, including the possible differing opinions. **A copy of the recommendations of the promotion and tenure committee will be given by the Department Head to the faculty member.** Also, the Department Head **will provide the faculty member a summary of his/her independent assessment** and provide the faculty member an opportunity to discuss both.

Please be reminded that promotion and/or tenure recommendation, due in the Office of the Dean in **Fall 2021, should be initiated during the Spring 2021 semester.** For your convenience, on the attached list, those faculty members who are currently eligible for tenure application have been highlighted. Faculty who are already tenured and are interested in seeking promotion to the next rank should submit a written request to the Department Head during Spring 2020. This request should be reviewed by the promotion and tenure committee and the Department Heads in Spring 2020. ***Should you have a faculty member who requests early consideration for tenure, the attached form must be completed and signed by all parties noted. This form must be included in the faculty member's promotion packet.***

If you have any questions on the procedure for those faculty up for promotion and/or tenure, please contact Sheri Pettit or me.