

Candidate's Responsibilities for Tenure Review

Dates in this document are deadlines that should be met whenever reasonably possible. All affected parties should be informed in advance of any deviation from the deadlines, with appropriate reasons.

A complete evaluation file for a faculty member's review for tenure consideration will include the items listed below. All items that can be submitted electronically should be uploaded to Interfolio; items that cannot, such as physical books, should be sent to the Dean's Office. The faculty member is responsible for ensuring that the file is up to date and complete by September 15 (materials due August 15 will be reviewed by the Faculty Personnel Committee and finalized by this September date).

If at any point candidates believe there has been a procedural error in their review, they should bring this to the attention of the Dean immediately.

By August 15 (mandatory):

- Current Professional Activities Statement
- Current curriculum vitae. Please include precise/complete citations for all scholarly work. Indicate which items are peer-reviewed, and explain your role in multi-authored items.
- Complete set of all published or completed work that is evidence of accomplishment in the area of scholarship. If a "complete set" of work would be unreasonably large or difficult to submit (e.g. digital scholarship), provide brief summaries or abstracts of the work together with information on how it can be accessed.
- Sabbatical, leave-of-absence, and reassigned time applications and final reports, with both departmental and Faculty Personnel Committee memos acknowledging those reports.
- Previous (Year Two and Year Four) Review Materials, including:
 - All previous Professional Activities Statements.
 - All previous department chair evaluation reports for each evaluation period.
 - Copies of all reappointment or review letters in which the College's formal evaluation of the faculty member has been summarized.

Please note that while these items are marked "optional" in Interfolio, they are necessary for the review process. The "optional" setting in Interfolio is to accommodate tenure candidates who may not have two previous reviews at Dickinson.

- A representative sample of scholarly work that is proposed to be sent to the outside evaluators. General guidelines are as follows. Submit a maximum of 150 pages in total, although significantly less is typical in some fields. The selection often consists of either (i) a few chapters from a book or book manuscript, or (ii) 2-5 articles and/or book chapters. However, every field is different, so it is recommended to consult with your FPC liaison for individual guidance.
- Annotated “outside evaluators list” of 8-10 people to comment on scholarship. Please see the *Academic Handbook*: (4.III.C.2.e).
 - We typically aim for a mix of reviewers from liberal arts colleges and research universities. This is not always possible.
 - We look for people who publish in the same or similar fields as you and who therefore can provide insight into the quality and contribution of the scholarship. If you work in more than one subfield, it is helpful if you can indicate what evaluators can best comment on which areas of your work.
 - Annotate your list with, for each potential evaluator: name, contact details including website available, full title, brief description of research and evidence of scholarly accomplishment, description of any prior contact between you and the evaluator.
 - It is often useful to discuss the list of evaluators with your FPC liaison.
 - Rule out assistant professors, mentors, collaborators, graduate school classmates or teachers, personal friends, and anyone who has a stake in your career.
 - We also typically avoid editors of books or journals with whom you have published and professors emeritus.
- Annotated “booster list” of 6-8 people to be contacted by the department chair for comments. Booster letters from alumni are welcome, but it is not appropriate to solicit such letters from current students.
- Course syllabi and teaching-related materials, including:
 - Representative sample of course syllabi (two or three course syllabi from recent semesters, plus two or three more from previous years).
 - All previous peer observations of teaching reports.
 - Any other pertinent evidence of classroom methods and pedagogy.
- Grant applications and final reports to the Research and Development Committee and to outside agencies for support of study, travel, research, scholarship, creative activity, course development, and other activities. (The word “optional” for this category applies only to the exceptional situation where a candidate may not have such materials.)
- Any evidence of scholarly activity (versus published and completed work) that you would like to include. This category is truly optional, depending on whether you want to include evidence of work in progress.

- The “Miscellaneous” category in Interfolio is not only for items that don’t fit under any other category but also to allow candidates to add materials later in the process, as other categories will be locked after the candidate submits the case to the department chair.

By September 15:

- Candidate certifies that the tenure file is complete and up-to-date. Candidate must click the SUBMIT button to pass the file on to the department chair. The tenure file will then be closed to the candidate, but the candidate may continue to add additional documents in the Miscellaneous category. It is recommended that you let your FPC liaison know when you add new items after the file is closed.

September-November:

- Candidate meets with the department chair, FPC, and the Dean to go over procedures and criteria of evaluation. The Dean’s Office will reach out to both candidate and chair to schedule these meetings.
- Meets with FPC for PAS discussion.

Early October:

- Meets with senior members of the department to discuss teaching, scholarship, and service, based on the PAS and other materials in the evaluation file.

After October 15:

- Is given a written copy of the chair’s recommendation and is afforded an opportunity to discuss this with the chair.