

GUIDELINES FOR FACULTY ACTIONS STAFF:
Tenure and Promotion, Tenure Only, Promotion Only, and
Initial Appointments at Rank of Associate Professor and Professor

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Guidelines and all the appropriate forms can be found on the Provost's website at <http://www.bu.edu/provost/resources/forms/index.html>. Please note: Only the forms found on the website should be used since they include the most up-to-date versions of all the forms.

A. Suggested Timetable for the Tenure & Promotion Review (for any tenure review year):

Please note that your School/College may have a different timetable for internal deadlines:

January The Office of the Provost notifies the School/College Deans of projected tenure only and tenure & promotion candidates, requesting written confirmation (typically by 1/15).

January 31: Copies of the Dean's notification letters to all candidates, including promotion only candidates, are due in the Office of the Provost.

Early February: The Schools/Colleges normally send letters to potential external evaluators, requesting review of their candidates beginning in early February. This process of soliciting evaluations from outside scholars and experts continues through March/April. Incoming letters from those evaluators who have agreed to write are organized and added to candidate's dossiers. **All external evaluator letters should be solicited by either the Chair or Dean and shared with all levels of review. Please discontinue the practice of both the Chair and Dean soliciting different sets of letters.**

April: TRY candidates usually submit their completed Part II's (17 copies for the application), 3 sets of supporting materials, and an original and updated c.v. to their Department Chairs for the departmental review.

May: The Tenure Coordinator forwards bankers' boxes with empty application binders (16 light blue and 1 dark blue) to the Schools/Colleges, who distribute them to their respective Departments. Also included are blank Inventory Sheets to fill out and return with the completed application binders and supporting materials.

Early July: Application binders including the completed Chair's Report and appropriate sections of Part I (Department vote and Chair's recommendation), as well as all supporting materials, should be submitted to the Dean's Office.

A. Suggested Timetable for the Tenure & Promotion Review (continued):

Early-mid September: Copies of the candidate's c.v., home address, and the School's/College's APT Committee membership are due in the Office of the Provost.

The School/College APT Committees begin to review cases. As they complete and finalize reports for each candidate, that candidate's dossier should be updated to include the APT Report and then forwarded to the Dean's Office for his/her review.

Mid-late September: The School/College Deans should begin to review and compose reports for their candidates. After reports are finalized, they should be added to the candidate's dossiers.

After the Dean has made a recommendation for each candidate, he/she should inform the candidate of that decision in a letter and forward a copy to the Tenure Coordinator in the Office of the Provost.

Early October to November 16: The Office of the Provost can start accepting completed cases as early as October 1, which must consist of the following:

- 16 completed T&P application binders (light blue) and 1 *original* binder (dark blue) all in one bankers' box per candidate. (Please make sure there are *no* written notes in the materials)
- 3 sets of Supporting Materials in 3 separate bankers' boxes per candidate.
- Inventory sheet of materials per candidate.
- Candidate's copies of Chair's, School/College APT's, and Dean's reports.

November 16: **Final deadline for receipt of all application binders and supporting materials in the Office of the Provost.**

Prior to September 1: In the case of an ordinary review, candidates are notified of final approval by the President and the Board of Trustees.

B. Confirmation of a Candidate's TRY or Intention of Promotion:

The tenure and promotion process spans three semesters. It begins in January of the Academic Year prior to the candidate's tenure review year (TRY). At that point the Provost's Office will request confirmation from the Deans of their tenure, tenure and promotion, and promotion only candidates for the upcoming tenure review year. The Deans then send notification letters to each of their candidates by January 31 (*see sample letters page 15 for tenure cases or page 16 for promotion only cases*). A copy of this memo should also be sent to the Tenure Coordinator in the Office of the Provost. Should you find any discrepancies of any kind, please inform the Provost's Office as soon as possible.

If there are any changes or updates to be made to a confirmed list after the January 31 deadline, this must be requested in writing of the Provost and sent via the Tenure Coordinator in the Office of the Provost. Please contact the Tenure Coordinator if you require further information.

C. Candidate's Curriculum Vitae (Part II) and Supporting Materials:

PLEASE NOTE THAT WE WILL ACCEPT ELECTRONIC SUBMISSION OF ALL DOCUMENTS, WHICH WILL BE KEPT ON A SECURE SITE AND MADE AVAILABLE TO THE UAPT COMMITTEE. IF YOU CHOOSE TO ELECTRONICALLY SUBMIT MATERIALS, WE WILL REQUIRE ONLY THE ORIGINAL, DARK BLUE BINDER AND FOUR LIGHT BLUE BINDERS. PLEASE WORK WITH THE TENURE COORDINATOR IN THE OFFICE OF THE PROVOST ON THIS PROCESS.

The candidate's full dossier consists of: 1) a tenure or promotion application, 2) supporting materials, and 3) one binder of teaching evaluations.

PLEASE DOUBLE-SIDE ALL DOCUMENTS.

Application Binders:

The candidate is responsible for completing Part II, the candidate's vita, and submitting one original (do not bind the original) and 16 copies to his/her Department. The 16 copies are requested for the 16 members of the UAPT Committee (Part VI of the application).

Supporting Materials:

The candidate should also provide three copies of his/her supporting materials (any publications/books, course syllabi and notes, reviews, etc.) requested in Part II for review by the various individuals and groups who participate in the tenure review process.

For promotion cases, the supporting materials should only include materials since the candidate's last review (i.e., if a candidate was tenured and promoted in 1997 and is up for promotion to full professor in 2007, he/she should only include materials after the 1997 review). There will be a place on the Form II for candidates to include pre-promotion information.

The copies of supporting materials should be kept separate from the tenure application. It is important to make it as easy as possible for the evaluators and committee members to access and review the materials.

Candidates should send any updated materials and information (i.e., if a pending grant becomes funded, a paper is accepted for publication, etc.) to their School/College's faculty actions office throughout their review.

Teaching Evaluations:

It is necessary to include one set of the candidate's teaching evaluations. These evaluations should be divided by course number/title and semester and should include both original written evaluations by students and statistical summaries.

For more tips on assembling the application binders and supporting materials, please see Section H: Tips for Assembling the Application Binders and Supporting Materials, page 11-12.

D. External Evaluators:

The candidate is encouraged to furnish the School/College with names of outside scholars and experts deemed competent to evaluate the candidate's scholarly and professional activities. However, no review level of the tenure and/or promotion process is required to use the names provided by the candidate. **Moreover, individuals not suggested by the candidate should be, as a matter of course, solicited for evaluations by the School/College.**

All external evaluator letters should be solicited by either the Chair or Dean and shared with all levels of review. Please discontinue the practice of both the Chair and Dean soliciting different sets of letters. A minimum of 15-18 letters should be solicited to ensure that a minimum of 10-12 completed evaluations are included in the dossier.

A standard letter will be sent to potential external evaluators requesting an evaluation of the candidate's scholarly work, impact on the field, and whether the reviewer's respective institution would grant tenure and/or promotion to the candidate. In order to get a sufficient number of external reviews, the letter might also request additional names from the potential evaluators. (*see sample letter page 26*).

The letter should ensure the confidentiality of the review provided. Supporting materials should also be collected in anticipation of requests by external evaluators for additional information to assist in the review of the candidate. It is important to be aware that the identity of evaluators from whom evaluations may be solicited is deemed confidential and cannot be released to the candidate. **The relationship, if any, between the candidate and external evaluators must be clearly indicated on the external evaluator list.**

Finally, the letter to the external evaluators should be specific as to the candidate's current rank, i.e., tenure and promotion to Associate Professor, tenure as an Associate Professor, or a promotion to Full Professor, to avoid confusion later on in the review process.

In the event the University Appointments, Promotion and Tenure (UAPT) Committee or Provost wishes to solicit additional letters of evaluation, the Tenure Coordinator or the Provost will contact the Dean to request additional evaluator names.

BU Peer letters:

We recommend that departments arrange for peer teaching evaluations by scheduling faculty to observe candidates in the classroom. These teaching evaluations should be included in the dossier after the Chair's report.

Student letters:

We recommend that departments solicit student evaluations/recommendations of candidates from former students on both the undergraduate and graduate level (as appropriate). These letters should be included in the dossier after the Chair's report.

Tips for assembling evaluator letter sections in the dossiers:

- **One** “Sample” letter to external evaluators should be inserted in front of the letters of evaluation; accordingly, one “Sample” letter to the candidate’s former students should also be inserted in front of the letters of evaluation.
- A typed version of any handwritten letters must be included in front of the handwritten letter.
- A translated version of evaluation letters written in a foreign language must be inserted in front of the foreign letter.
- Evaluators who fax or email letters are also requested to send the original, if possible. We will accept letter with digital signatures, but please make sure all letters are on letterhead.
- The final page of either the Chair’s or Dean’s Reports (depending on who solicited the external letters) should be a list of all solicited external evaluators, regardless if they submitted a letter of evaluation or not. Please place the letters in the same order as they appear on the list. If an evaluator chooses not to write, the reason provided must be listed by their name. If there is no response from the evaluator, this should be indicated as well.
- Each evaluation letter should have its own divider with the last name of the reviewer on the tab.
- Department (teaching reviews) faculty letters should be grouped together in one tab, labeled “Department teaching reviews.”
- Student evaluations should be grouped together under one tab, labeled “Students.”

E. Department Level:

The Department Vote

For tenure only and tenure and promotion cases, tenured faculty members of the Department vote on the candidate's case. For promotion only cases, typically tenured faculty members who hold a rank at least as high as the candidate are eligible to vote. The vote is recorded on the Unit Actions/Vote Sheet (Part I) and is reported to the Chair of the Department, who then begins assessment of the candidate's case for his/her review and report.

Chair's Report (Part III)

The candidate's Department Chair is responsible for the following:

- A. setting the deadline for the submission of the candidate's Part II and supporting materials (we recommend at least four to six weeks of preparation time);
- B. soliciting external evaluator (if School/College practice), department peer review, and student letters;
- C. ensuring that the above materials are reviewed, discussed, and voted on by tenured members of the Department;
- D. completing Part III and submitting 1 original and 16 copies, and three copies of supporting materials to the Dean's Office.

The Chair may inform the candidate in writing of his or her recommendation, the recommendation of the tenured faculty, and of the candidate's right to information (*see sample letters, pp. 17-19*). A copy of this letter should be sent to the Tenure Coordinator in the Office of the Provost. Please note that the Dean's Office is responsible for the final preparation of the candidate's copy of the Chair's Report, where all references to external evaluators' identities must be removed to preserve confidentiality.

If a School or College is not organized into Departments or Divisions, or if the tenure candidate is the Chair of a Department, the Dean shall delegate the Chair's responsibility to an individual who will serve as Chair for the tenure review. This should be noted on Parts I and III. The candidate should be informed that a Chair has been approved to review his/her tenure case.

It is the responsibility of the Chair and the Dean to make clear to the candidate that there is no agreement to solicit evaluations from any or all the individuals suggested by the candidate.

According to the timetable of the tenure review process, it is suggested that the candidate's Chair and the tenured faculty members of the Department complete their reviews no later than October 15. However, it is highly recommended that these reviews take place before the end of the summer prior to the candidate's tenure review year, so the completed case may arrive in a timely fashion to the Office of the Provost.

F. College Level:

APT Report (Part IV)

The School Appointments, Promotion and Tenure (APT) Committee should begin reviewing its School's/College's cases shortly after the start of the academic year. The committee must write a report for each case and record the APT Committee's vote for each case on the Unit Actions page (Part I), signed by the APT Committee Chair. This information is then forwarded to the Dean's Office for the Dean's review and report.

Please note that the Dean's Office is responsible for preparation of the candidate's copy of the APT Report, where all references to external evaluators' identities must be removed to preserve confidentiality.

Dean's Report (Part V)

The Dean is responsible for reviewing the tenure and/or promotion dossier, making a recommendation and forwarding the case to the Provost (via the Tenure Coordinator in the Office of the Provost). The Dean should inform the candidate in writing of his/her recommendation and provide the candidate with redacted copies of all reports for review (*see sample letters, pp. 20-23*). A copy of this letter should be sent to the Office of the Provost.

The final and absolute deadline for completion of the Dean's review and submission of the candidate's dossier to the Office of the Provost is **November 16**. However, Deans are encouraged to send the dossiers as soon as they are completed so that the next level of review can begin its work at the earliest possible date.

In addition, the Dean's Office is responsible for preparing the candidate's copies of Parts III, IV and V (where all references to external evaluators' identities must be removed to preserve confidentiality).

If a Dean decides to deny tenure, tenure and promotion, or promotion only, he/she must inform the candidate of this in writing and of the candidate's right to information and appeal. The period of appeal is ten business days from receipt of the letter. Candidates for whom a Dean has recommended that tenure, tenure and promotion, or promotion only be denied must appeal to the Provost in writing if they wish their dossiers to be forwarded to the Central Administration for review.

G. University Appointments, Promotion and Tenure Committee Report (Part VI) and Central Administration Review:

The University Appointments, Promotion and Tenure (UAPT) Committee is comprised of 16 faculty members. A Chair is selected from the committee and is assisted by a staff member of the Office of the Provost. The Committee reviews and votes on all tenure, tenure and promotion, and promotion only cases from each School/College participating in that particular tenure review year. In addition, the UAPT reviews all initial hires at the Associate and Full Professor level. After the Committee prepares its report with a recommendation to the Provost for each candidate, it is added to the candidate's dossier. The case is then forwarded to the Provost with all supporting materials.

H. Tips for Assembling the Application Binders and Supporting Materials

PLEASE NOTE THAT WE WILL ACCEPT ELECTRONIC SUBMISSION OF ALL DOCUMENTS, WHICH WILL BE KEPT ON A SECURE SITE AND MADE AVAILABLE TO THE UAPT. IF YOU CHOOSE TO ELECTRONICALLY SUBMIT MATERIALS, WE WILL REQUIRE ONLY THE ORIGINAL, DARK BLUE BINDER AND FOUR LIGHT BLUE BINDERS. PLEASE WORK WITH THE TENURE COORDINATOR IN THE OFFICE OF THE PROVOST ON THIS PROCESS.

Application Binders: (provided by the Provost's Office)

- Please print the candidate's name, School/College, and Department on the front and on the spine of the light blue binders and number them '1' through '16'. Please label the original dark blue binder with only the candidate's name and Department on the front and on the spine. (Do not number the original binder).
- The order of each binder should be as follows: Unit Actions/Vote Sheet (Part I), Candidate's Vita (Part II), Chair's Report (Part III), APT Committee Report (Part IV), Dean's Report (Part V), and UAPT Committee Report (Part VI).
- The pages should be numbered like the following examples: Part I-1, Part I-2...Part II-1, Part II-1(a), Part II-1(b), Part II-2... Part V-1, Part V-2, Part V-3, Part V-4...etc...
- Please clearly mark each section using dividers.
- Each evaluation letter should have its own divider with the last name of the reviewer on the tab.
- Please make sure that all applicable areas of the Unit Actions Sheet (Part I) have been filled out and signed before forwarding to the next level. Please fill out all sections, even if you have to enter a zero in a vote field or indicate "not applicable."
- Please do not staple any reports or letters throughout the dossier.
- No markings of any kind should be made on the application or the supporting materials.
- Please be sure that all copies are legible.
- To update application binders, please provide the original and 16 three hole-punched copies to the contact at the appropriate review level.
- A "Sample" letter from the Chair/Dean to external evaluators should be inserted in front of the letters of evaluation; accordingly, a "Sample" letter from the Chair/Dean to the candidate's former students should also be inserted in front of the letters of evaluation.
- For tips regarding external evaluator letters assembly, please see Section D, page 7.

Supporting Materials:

- Candidates should submit all supporting materials in loose-leaf binders, which are to be packed in 3 separate, standard size bankers' boxes. (Please use bankers' boxes *only*). Each box should be boldly labeled on the *front side only* with candidate's last name and box number. Each binder should be numbered and labeled clearly with the candidate's name, contents, and binder/set number.
- An abbreviated curriculum vitae and a table of contents should be inserted at the beginning of each binder, with supporting materials following in the same order. It will be easier for reviewers at all levels to evaluate materials if contents are labeled

as clearly as possible.

H. Tips for Assembling the Application Binders and Supporting Materials (continued):

- Please number items (i.e. articles, reviews, etc.), label sections, and include a table of contents in each binder.
- To update supporting materials, please provide 3 three-hole-punched copies; also be sure to include copies of new tables of contents, when applicable. Please mark updates clearly so that it is clear where items should be inserted.

PLEASE DOUBLE-SIDE ALL DOCUMENTS, INCLUDING ALL REPORTS

Publications:

- All publications should be placed in binders with a table of contents at the front of each binder, dividers between each type of publication, and colored slip sheets and/or tabs with the specific title typed indicated.
- Works-in-progress should be labeled as such.
- Articles or books-in-press should include reference to the publisher or journal with an expected publication date.

Course/Teaching Materials:

- Course materials can include syllabi, notes, samples of exams, etc. These should be identified by the course and year it was taught.
- In regard to these course materials, if a candidate has taught a large number of courses since his/her initial appointment or last review, a sampling of four or five of these are sufficient.

Grants:

- Three copies of all grant abstracts and referees' or reviewers' reports are required (full copies of grant proposals are not required).
- Grant applications should include information about funding success, the purpose behind the proposal, and the amount of funding.

Teaching Evaluations:

- Only one binder with copies of the original teaching evaluations is required.
- These evaluations should be divided by course number/title and semester and should include both original written evaluations by students and statistical summaries. Keep it as organized as possible. It is important to make it as easy as possible for the evaluators and committee members to access and review the materials.

Delivery of the 4 completed bankers' boxes (17 application binders in total and 3 sets each of supporting materials) should be coordinated through Buildings and Grounds (B&G). Please call the Tenure Coordinator in the Office of the Provost if you need assistance in setting up a delivery date and time.

At the end of the review process, one application binder and all supporting materials will be returned to the School/College. The School/College should file the application and return the supporting materials to the candidate.

I. Special Tenure/Tenure and Promotion Situations:

Appeals

Appeals to the Provost: If the Dean's recommendation is negative, the candidate has a right to appeal this decision to the Provost. In order to do so, the candidate must submit a letter of intention of appeal, together with justifications for the appeal and appropriate supporting materials, to the Provost within 10 business days following receipt of the negative recommendation letter by the Dean. If the candidate fails to do so, this will result in a terminal appointment for tenure only and tenure and promotion cases (obviously, not promotion only cases for tenured faculty), ending the year following the candidate's tenure review year (i.e., if the candidate's TRY was 2006/07, their terminal year would be 2007/08). If the candidate decides to appeal, the case will be forwarded to the Provost for further consideration. The Provost will review the full dossier, as well as the candidate's appeal letter and supporting materials. The Provost will send the appeal candidate a letter with his recommendation.

Appeals to the President: If the Provost recommends against tenure, tenure and promotion, or promotion only, the candidate has a right to appeal this decision to the President. In order to do so, the candidate must submit a letter of intention of appeal, along with justifications for the appeal and other supporting materials, to the President within 10 business days following receipt of the negative recommendation letter by the Provost. If the candidate fails to do so, this will result in a terminal appointment for tenure and tenure and promotion cases (not promotion only cases for tenured faculty) ending the year following the candidate's tenure review year (i.e., if the candidate's TRY was 2007/08, their terminal year would be 2008/09). If the candidate does decide to appeal, the case will be forwarded to the President for his review and recommendation. The President will review the full dossier, along with the candidate's appeal letter and supporting materials. The President will send the appeal candidate a letter with the final decision.

Exceptional Extension of the Time Period/Three-year Extension

Exceptions from the normal practice of making tenure decisions may be made in cases when a faculty member is potentially but not currently tenurable, but where scholarly work is expected to be completed in short order. In such cases, an additional three years may be allowed in the probationary period. An extension is allowed only once. If an extension is granted, the candidate will be awarded a semester's leave with pay and reviewed again in the third year of the extension. If the candidate does not accept the three-year extension offer, the year following the tenure review year will be the terminal year of his/her appointment.

For the third year of the extension, the candidate is given a new and complete review, and his/her case is reviewed under the standard University procedures for all tenure only or tenure and promotion cases. If tenure is not awarded during this new review, the candidate will be appointed to a terminal year.

I. Special Tenure/Tenure and Promotion Situations (Continued):

Early Tenure Review Year

Occasionally there are candidates who feel they are ready for a tenure review earlier than their scheduled tenure review year. These candidates may request to move up their tenure review year, which must be approved by their Dean and the Provost. If approved, their tenure review year is moved to a year agreed upon in writing by the candidate, the Dean, and the Provost, and the case is reviewed under the standard University procedures. As per standard procedure, if an early tenure review results in a negative decision, he/she will be appointed to a terminal year which will end the following academic year (i.e., if the early review is during the 2007/08 tenure review year and the candidate is denied tenure, their terminal year will be the academic year 2008/09).

Tenure Review Year Deferrals

In order to request a tenure review year deferral in conjunction with a leave of absence of any kind, a candidate must complete Leave of Absence forms. A deferral for any other reason will require a signed statement from the candidate that he/she makes no claims to *de facto* tenure (see sample letter page 24). In both situations the request requires approval by the Dean and the Provost.

Change in Status from Tenure Track to Non-Tenure Track

If a candidate's School/College would like to change the status of a tenure track faculty member to a non-tenure track rank, the School/College must submit Change of Status forms to the Office of the Provost for Provost approval. The candidate's c.v. and a cover memo from the Dean to the Provost, detailing the reasons for the recommended change in status, should also accompany the forms. The School/College must also submit with the above-mentioned paperwork a signed statement from the candidate that he/she will make no claims to *de facto* tenure (see sample letter page 25).

Initial Appointments at the Rank of Associate or Full Professor

Initial appointments of faculty at the rank of Associate or Full Professor, whether with tenure, tenure track, or non-tenure track, follow the same review procedure as candidates coming up for tenure, tenure and promotion, or promotion only review. Forms specific to these actions are available on the Provost Office website. **PLEASE USE THE REPORT FORMS DESIGNED FOR THESE APPOINTMENTS.** The same supporting materials are required, and they should be assembled in the same format. Please note that you must still also submit completed/signed originals of the usual recommendation for academic appointment, bio data, patent policy, and affirmative action forms. Some cases will arise during the summer when the full APT and UAPT Committees are not in session. In such instances, an ad-hoc committee will be formed with members selected from the current academic year's APT and UAPT Committees.

We therefore recommend that you inform your APT committee that their service may well be required for the entire academic (September –August) year.

J. Sample Letters:

Notification to Candidate of Tenure Review

[DATE]

[ADDRESS]

Dear Professor [LAST NAME]:

Under Boston University's tenure procedures, a candidate for tenure should receive written notification of tenure review no later than the beginning of the semester preceding the academic year in which he or she will be reviewed. Consequently, I am writing to inform you that [TRY] will be your tenure review year.

Please refer to the Provost's website for guidelines for compiling your dossier and the tenure application. The general timetable of the tenure review process is included in the application guidelines. If you need any assistance in preparing your tenure submission, or if you have any questions concerning the tenure review, please do not hesitate to call me or [FACULTY ACTIONS CONTACT] (3-XXXX).

Yours truly,

Dean

Cc: [CHAIR'S NAME], Chair/[DEPT]
[FACULTY ACTIONS CONTACT], [TITLE]
[TENURE COORDINATOR], Office of the Provost

J. Sample Letters (Continued):

Notification to Candidate of Intention of Promotion Review

[DATE]

[ADDRESS]

Dear Professor [LAST NAME]:

The Dean's Office has been informed that you wish to be a candidate for promotion to [RANK] during academic year [ACADEMIC YEAR]. It is the practice of the college to use the tenure timetable for promotion cases.

Please refer to the Provost's website for guidelines for compiling your dossier and the promotion application. Please work closely with your Chair as you prepare your application and supporting materials. If you need additional assistance, or if you have any questions concerning the promotion review, please do not hesitate to call me or [FACULTY ACTIONS CONTACT] (3-XXXX).

Yours truly,

Dean

Cc: [CHAIR'S NAME], Chair/[DEPT]
[FACULTY ACTIONS CONTACT], [TITLE]
[TENURE COORDINATOR], Office of the Provost

J. Sample Letters (Continued):

Notification to Candidate of Positive Chair's Recommendation

[DATE]

[CANDIDATE'S ADDRESS]

Dear Professor [LAST NAME]:

I am pleased to inform you that the faculty of the Department of [DEPARTMENT] voted ([DEPARTMENT VOTES]) in support of your application for [ACTION: tenure, tenure and promotion, or promotion] to / as [RANK] in the [COLLEGE/SCHOOL]. I concur with this decision. A copy of my report will be sent to you by the Dean's Office.

There are several additional steps in the review process. The Department recommendation should not be taken to imply the final decision of your candidacy. Your dossier has been forwarded to the Dean's Office for the next stage of the review.

I am pleased to be able at this time to express my support for your candidacy and to wish you the best for subsequent stages of the review. You are, of course, welcome to respond to my report and send the response to the Dean's Office. Your comments will be added to your dossier.

Yours truly,

Chair

Cc: [DEAN'S NAME], Dean/[SCHOOL/COLLEGE]
Office of the Provost

J. Sample Letters (Continued):

Notification to Candidate of Negative Chair's Recommendation

[DATE]

[CANDIDATE'S ADDRESS]

Dear Professor [LAST NAME]:

I am writing to inform you that the faculty of the [DEPARTMENT] voted on your case ([DEPARTMENT VOTES]) and decided not to recommend that you be awarded [ACTION: tenure and promotion, tenure, promotion only] in the [SCHOOL/COLLEGE]. I concur with this decision. A copy of my report will be sent to you by the Dean's Office.

[REASONS CAN BE GIVEN HERE FOR THE NEGATIVE RECOMMENDATION]

Should you wish to proceed with your application for [ACTION: tenure and promotion, tenure, promotion only], you will be provided with an opportunity to respond when the case proceeds to the [SCHOOL/COLLEGE] Appointment, Promotion and Tenure Committee.

I am sorry that the recommendation could not have been a positive one, and I thank you sincerely for your contributions to the [COLLEGE/SCHOOL].

Yours truly,

Chair

Enclosure

Cc: [DEAN'S NAME], Dean/[COLLEGE/SCHOOL]
Office of the Provost

J. Sample Letters (Continued):

Notification to Tenure Candidate of Three-year Extension Recommendation by Chair

[DATE]

[CANDIDATE'S ADDRESS]

Dear Professor [LAST NAME]:

I am writing to inform you that the faculty of the Department of [DEPARTMENT] have voted ([DEPARTMENT VOTES]) to recommend that you be awarded a three-year extension of the probationary period. I concur with this recommendation. [REASONS WHY CAN BE GIVEN HERE].

There are several additional steps in the review process. The Department recommendation should not be taken to imply the final decision of your candidacy. Your dossier has been forwarded to the Dean's Office for the next stage of the tenure review.

A copy of my report will be sent to you by the Dean's Office.

Yours truly,

Chair

Cc: [DEAN'S NAME], Dean/[SCHOOL/COLLEGE]
Office of the Provost

J. Sample Letters (Continued):

Notification to Candidate of Positive Dean's Recommendation

[DATE]

[ADDRESS]

Dear Professor [LAST NAME]:

I am pleased to inform you that I have recommended as Dean that you be awarded [ACTION: tenure, tenure and promotion, promotion] to [RANK] in the [COLLEGE/SCHOOL]. Copies of my report and the report of the APT Committee are enclosed.

There are several additional steps in the review process. My recommendation should not be taken to imply the final decision of your candidacy. Your dossier has been forwarded to the Office of the Provost for the next stage of the review.

I am pleased to be able at this time to express my support for your candidacy and to wish you the best for subsequent stages of the review. You are, of course, welcome to respond to my report and send the response to the Provost. Your comments will be added to the dossier to be reviewed by the University Appointments, Promotion and Tenure Committee.

Yours truly,

Dean

Enclosure

Cc: [CHAIR'S NAME], Chair/[DEPT]
[FACULTY ACTIONS CONTACT], [TITLE]
[TENURE COORDINATOR], Office of the Provost

J. Sample Letters (Continued):

Notification to Tenure Candidate of Negative Dean's Recommendation

[DATE]

[ADDRESS]

Dear Professor [LAST NAME]:

I am writing to inform you that I have decided not to recommend that you be awarded [ACTION: tenure and promotion/tenure] in the [SCHOOL]. Copies of my report and the report of the APT Committee are enclosed.

[REASONS CAN BE GIVEN HERE FOR THE NEGATIVE RECOMMENDATION]

A negative [ACTION] decision carries a final one-year appointment at the University. Therefore, the [TERMINAL ACADEMIC YEAR] academic year will be the final year of your appointment at Boston University. If you choose to appeal this recommendation to the Provost, you should submit a letter, which includes the reasons for your appeal, within ten business days of receipt of this letter to the Provost.

I am sorry that the recommendation could not have been a positive one, and I thank you sincerely for your contributions to the [COLLEGE/SCHOOL]. I hope that your career will develop in successful and rewarding ways.

Yours truly,

Dean

Enclosure

Cc: [CHAIR'S NAME], Chair/[DEPT]
[FACULTY ACTIONS CONTACT], [TITLE]
Office of the Provost

J. Sample Letters (Continued):

Notification to Promotion Candidate of Negative Dean's Recommendation

[DATE]

[ADDRESS]

Dear Professor [LAST NAME]:

I am writing to inform you that I have decided not to recommend that you be awarded promotion in the [SCHOOL]. Copies of my report and the report of the APT Committee are enclosed.

[REASONS CAN BE GIVEN HERE FOR THE NEGATIVE RECOMMENDATION]

If you choose to appeal this recommendation to the Provost, you should submit a letter, which includes the reasons for your appeal, within ten business days of receipt of this letter to the Provost.

I am sorry that the recommendation could not have been a positive one at this time, and I trust that a future review will, in the presence of a stronger record, lead to a different conclusion.

Yours truly,

Dean

Enclosure

Cc: [CHAIR'S NAME], Chair/[DEPT]
[FACULTY ACTIONS CONTACT], [TITLE]
Office of the Provost

J. Sample Letters (Continued):

Notification to Tenure Candidate of Three-year Extension Recommendation

[DATE]

[ADDRESS]

Dear Professor [LAST NAME]:

I am writing to inform you that I have decided to recommend that you be awarded a three-year extension of the probationary period. [REASONS WHY CAN BE GIVEN HERE]. It is my hope and expectation that this additional period will allow you to more fully develop your case for eventual [PROMOTION AND TENURE / TENURE] in the faculty at Boston University.

There are several additional steps in the review process. My recommendation should not be taken to imply the final decision of your candidacy. Your dossier has been forwarded to the Office of the Provost for the next stage of the tenure review.

Copies of my report and the report of the APT Committee are enclosed.

Yours truly,

Dean

Enclosure

Cc: [CHAIR'S NAME], Chair/[DEPT]
[FACULTY ACTIONS CONTACT], [TITLE]
[TENURE COORDINATOR], Office of the Provost

J. Sample Letters (Continued):

No De Facto Tenure Letter for Tenure Review Year Deferrals

[DATE]

[ADDRESS]

Dear Professor [LAST NAME]:

I have received your request for a deferral of your tenure review year from the [ORIGINAL TRY] academic year to the [NEW TRY] academic year. I am prepared to recommend this deferral to the Provost upon the understanding that you agree that your continuation on the faculty of Boston University's [SCHOOL/COLLEGE] does not represent a de facto grant of tenure.

Please acknowledge your agreement to these terms by signing in the space provided Below, and return this letter within ten business days to my office.

Yours truly,

Dean

Please sign and date below:

Professor [NAME]

Date

Cc: [CHAIR'S NAME], Chair, [DEPT]
[FACULTY ACTIONS CONTACT NAME], [TITLE]
Office of the Provost

J. Sample Letters (Continued):

**No De Facto Tenure Letter for Change in Status
from Tenure Track to Non-Tenure Track**

[DATE]

[ADDRESS]

Dear Professor [LAST NAME]:

It is my understanding that you have requested a change of status from tenure track to non-tenure track. I am prepared to recommend this change of status to the Provost upon the understanding that you agree that your continuation on the faculty of Boston University's [SCHOOL/COLLEGE] does not represent a de facto grant of tenure.

Please acknowledge your agreement to these terms by signing in the space provided below, and return this letter within ten business days to my office.

Yours truly,

Dean

Please sign and date below:

Professor [NAME]

Date

Cc: [CHAIR'S NAME], Chair, [DEPT]
[FACULTY ACTIONS CONTACT NAME], [TITLE]
Office of the Provost

J. Sample Letters (Continued):

External Evaluator Letter

Dear Professor XX:

Thank you for agreeing to evaluate Professor XX's qualifications for [tenure and/or promotion to the rank of full professor]. I know that formulating a well considered response to such a request is no small task. I want to assure you that your response will be carefully reviewed and treated as an important factor in reaching a decision that is in the best interests of Professor XX and Boston University. It will be revealed only to [FILL IN WHAT IS APPROPRIATE].

With this letter, we have enclosed a copy of Professor XX's curriculum vitae, sample syllabi from courses taught, [include the teaching statement from the tenure app??] and copies of representative publications. [If appropriate: indicate the nature of Professor XX's working conditions: (include teaching duties, administrative roles, other service, restrictions on academic activities/roles, and any contextual information for the department/school that merits mention).] Please contact me if you require further information.

We seek a specific evaluation, including a judgment of Professor XX's accomplishments and impact as a researcher and scholar. How does s/he compare to others at similar stages in their careers and to the best [researchers/scholars] in the field when they were at a comparable stage? What are the contributions that have earned him/her national/international recognition? How would you rate her/his future promise? [As our attached tenure guidelines explain, we are seeking an evaluation of Professor XX's [list our 6 factors]]

To the extent you are able we would also appreciate your view of her/his effectiveness as a teacher. This should be interpreted in the broadest sense, including lecturing to colleagues. Does s/he seem to you the kind of dedicated and inspiring teacher one hopes to find among the best of one's colleagues? Also if you are able, please consider her/his contributions in service to the profession. Again, this should be interpreted in the broadest sense, to include local, national and international service.

We ask that you include a description of any relationship you might have with Professor XX. I would also appreciate receiving your recommendations for potential additional evaluators of Professor XX's credentials. Lastly, we would appreciate your candid opinion as to whether Professor XX would receive [tenure/promotion to associate/full professor] at your institution.

Please accept my sincere gratitude for undertaking this task. I will need to receive your letter by [date]. If you are unable to provide the evaluation, I would be obliged if you could let me know as soon as possible and recommend others who are appropriate for this task.

Thank you very much for your participation in this process.

Sincerely,

Enclosures