

Name of Process:	Expedited Tenure Review		
Created By:	Office of the Provost	Last Updated By:	A. Castellanos
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Related Policies and Procedures:	Faculty Handbook 4.4.17		
Process Purpose:	The purpose of the Expedited Tenure Review process is to outline the process by which faculty are awarded expedited tenure, as well as the steps to communicate this status to various stakeholders.		
Process Definitions:	Expedited Tenure Review: a review that takes place out-of-cycle for hiring purposes, e.g. an incoming faculty member who holds tenure at a peer university, an incoming faculty member who has not held tenure at a peer university but whose record and reputation warrant tenure, or in cases of counteroffers when a faculty member has been offered tenure or promotion at a peer university.		

1. Department Promotion & Tenure Committee conducts review that includes the following:
 - a. Dossier of candidate’s work for review. This can be an abbreviated dossier, but it must include evidence of the quality of the candidate’s teaching, research/creative activities, and service.
 - b. Minimum of three external reviews from distinguished scholars, selected by the department’s P&T committee. These reviews prepare letters following their review that are part of the application package.
2. Upon approvals of the Department P&T committee, that committee will forward to the department chair for review.
3. Upon approval of the department chair, that individual will forward to the dean for review.
4. Upon review by the dean, the dean will forward all materials, including college-level approvals, to the Office of the Provost via the Google form on the Office of the Provost website.
5. Approval for expedited tenure is granted, if approved by the Provost.
6. Approval is communicated to the candidate and college via letter drafted by the Office of the Provost and signed by the Provost.
 - a. The candidate awarded expedited tenure and the requesting college receive an electronic letter.
 - b. Copied on the letter are the following: College Dean, College Department Chair, and HR Systems Administrator.

7. All expedited tenure reviews must be completed prior to the faculty member's effective hire date. In the event of an unfavorable decision by the Provost, the faculty member will be required to apply for the award of tenure no later than their third year.
8. The Board of Trustees are notified of the award of expedited tenure at the following Board of Trustees meeting.