

## UTHSC EARLY TENURE CHECKLIST

| <b>PART 1: Detailed Justification for Early Tenure Application</b>  |  |
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| Detailed statement in letters from each of the following levels of review that justifies tenure consideration prior to the candidate serving the <b>full six-year probationary period</b> . The detailed statement should clearly articulate how this candidate stands out among peers. |  |
| <input type="checkbox"/> statement from CAO<br><input type="checkbox"/> statement from Dean<br><input type="checkbox"/> statement from College P&T Committee  | <input type="checkbox"/> statement from Department Chair<br><input type="checkbox"/> statement from Department P&T Committee   |
| <b>PART 2: UT Employment Documentation</b>  |  |
| <input type="checkbox"/>  | Copy of the signed initial offer and appointment letter.   |
| <input type="checkbox"/>  | Copy of all reappointment letters since in tenure-track status.  |
| <b>PART 3: Entire Dossier</b>   |  |
| <input type="checkbox"/>  | <b>Chancellor</b> letter recommending early tenure (signed, on letterhead).  |
| <input type="checkbox"/>  | <b>CAO</b> letter recommending early tenure (signed, on letterhead). This letter must reflect findings resulting from a thoughtful and independent review of tenure materials at the CAO level.  |
| <input type="checkbox"/>  | <b>Dean</b> letter recommending early tenure (signed, on letterhead). This letter must reflect findings resulting from an thoughtful and independent review of tenure materials at the Dean level. It must be a unique and specific letter for the individual that reflects an independent review. It may not merely state "I concur with the prior recommendations" (or any version of that statement). |
| <input type="checkbox"/>  | <b>College Committee</b> (second-level) letter (signed, on letterhead) and associated voting sheet. Must include detailed explanation (with evidence) for decision to recommend early tenure (including any reservations).   |
| <input type="checkbox"/>  | <b>Department Chair</b> letter (signed, on letterhead). This letter must include compelling reasons for consideration of early tenure (consistent with Board policy, candidates do not receive credit for prior work on tenure track at another institution). This letter must reflect findings resulting from a thoughtful and independent review of tenure materials.                                  |
| <input type="checkbox"/>  | <b>Departmental Committee</b> (first-level) letter (signed, on letterhead) and associated voting sheet. Must include detailed explanation (with evidence) for decision to recommend early tenure (including any reservations).   |
| <input type="checkbox"/>  | <b>Internal and external evaluator</b> letters (signed, on letterhead) from the required number of internal and external evaluators. Must include an explanation of how evaluators were selected as well as a copy of the letter used to solicit input (all letters received must be included).  |
| <input type="checkbox"/>  | <b>Candidate's</b> statement(s) of teaching, research/creative and other scholarly activities, clinical care, and service/outreach (if required as a part of the dossier).   |
| <input type="checkbox"/>  | <b>Candidate's</b> self-evaluation/ assessment statement (if required as a part of the dossier).   |
| <input type="checkbox"/>  | <b>Peer Evaluations of Teaching</b> (all since being hired).   |
| <input type="checkbox"/>  | <b>Student Evaluations of Teaching</b> (all since being hired).  |
| <input type="checkbox"/>  | <b>Miscellaneous Documents</b> (e.g., responsibilities, expectations, campus docs, etc.).  |
| <b>PART 4: Copy of Candidate's Curriculum Vitae</b>   |  |
| <input type="checkbox"/>  | <b>Curriculum Vitae</b> , last updated in the current tenure cycle, and in UTHSC CV format.  |
| <b>PART 5: Other Evaluations</b>  |  |
| <input type="checkbox"/>  | <b>Annual Evaluations</b> for all years of UT probationary period. Include Form 1, chief's/chair's narrative summary, faculty member's submitted materials for the evaluation, and the faculty member's optional response, if one was submitted.   |
| <input type="checkbox"/>  | <b>Mandatory Interim Probationary Review for Tenure (Mid-Cycle Review)</b> . Include all documents related to the mid-cycle review – departmental faculty report, chair's report, Form 2, and the faculty member's optional response, if one was submitted.  |