



CAS Standard Operating Procedure for Expedited Tenure Review

Excerpt from the Faculty Handbook:

4.4.17 Expedited Tenure Review--When a faculty hiring action includes the award of tenure, an expedited tenure review process is required. This expedited review process involves a minimum of three external review letters from distinguished scholars, selected by the departmental P&T Committee, in consultation with the department chair. The letters may include evaluation letters submitted as part of the application. The candidate must provide a dossier of work for review by the department and the external reviewers. This can be an abbreviated dossier, but it must include evidence of the quality of the candidate's teaching, research/creative activities, and service. After review and recommendation by the department P&T Committee, the dossier—including the external review letters— will be sent for review to the department chair, the dean, and the provost.

All expedited reviews must be completed prior to the effective hire date. In the event of an unfavorable decision by the provost, candidates will be required to apply for the award of tenure no later than their third year. (Added 4/24/19)

Instructions for requesting expedited tenure.

1. Department Chair/Director provides the following to the Dean, Associate Dean and Faculty Administration Team (CAS-facultyadmin@udel.edu), **please note that reviews MUST be completed prior to the faculty member's start date:**

- a. **Dossier** of work for review by department and external reviewers. Can be abbreviated, but must include evidence of quality of candidate's teaching, research/creative activities, and services.
- b. **Three External Review Letters** from distinguished scholars, who are selected by Department P&T Committee, in consultation with Department Chair/Director.
- c. Additional external review letters (optional)
- d. **Department Promotion & Tenure Committee Letter**, must include the P&T committee vote and committee members' signatures
- e. **Department Chair Endorsement memo**

2. Upon Dean's Office receipt, the expedited tenure package is reviewed. If in agreement, the Dean takes the package that is submitted and adds an endorsement letter, which is packaged by the dean's designee, and submits to the Office of the Provost.
3. If approved by the Provost, approval for expedited tenure is granted.
4. Approval is communicated to the candidate and college via an electronic letter drafted/executed by the Office of the Provost.

Copied on the letter are the following: Dean, Department Chair/Director and HR Systems Administrator.

5. The Board of Trustees are notified of the award of expedited tenure at the following Board of Trustees meeting.
6. CAS Faculty Administration receives the letter from CAS HR and uploads it to Dean's Docs.
7. CAS HR completes the necessary JED to update the job title of the retired faculty member in PeopleSoft.