

The Typical Tenure Process A Check List for Faculty*

Year 1 and each subsequent year

- Teach well, engage in productive research, and provide an appropriate level of service. In the sciences, research may involve setting up a lab and applying for external grants.
- Maintain a file of documents related to your teaching, scholarship, and service.
- Participate in conferences appropriate to your discipline.

Year 2

- Submit Faculty Activities Report (FAR), typically October 1, documenting teaching, research, and service of previous year.

Year 3

- Submit FAR, typically October 1.
- Compile materials for Mid Probationary Review (MPR), typically in Winter or Spring.
- After successful MPR, submit proposal for Junior Faculty Development Leave (JFDL).

Year 4

- Submit FAR, typically October 1.
- Take a one-quarter JFDL.

Year 5

- Submit FAR, typically October 1.
- In June (specific date to be set by Provost) send to Dean, with copy to Department Chair, names of two external reviewers.
- In June send to Dean and Department Chair tenure petition cover page and c.v.
- In June send to Dean seven sets of selected publications (typically 3 to 5) for external reviewers and R & T committee.

Year 6

- Submit back-up documentation for Tenure and Promotion to Department Chair in September. Include personal statement and annotated c.v.
- Submit FAR, typically October 1
- Optional: Submit Sabbatical application October 1

* Details may differ. The Law School follows a different procedure. Please consult your chair and dean for specifics. See www.scu.edu/provost/policies, *Promotion and Tenure Guidelines and Requirements for Candidates*, and *Guidelines for Chairs and Faculty for the MPR and JFDL*.

How the Tenure and Promotion Process Typically Works: The Final Year*

June of Year 5 to Fall of Year 6

- Candidate identifies two external reviewers.
- Department identifies two external reviewers.
- School/College R&T Committee identifies two external reviewers.
- Dean sends candidate's selected publications or works to the six external reviewers.

October of Year 6

- Tenured faculty review R&T materials, including candidate's and department's external reviewer letters, discuss case and make individual recommendations
- Department sends summary letter and letters from each tenured faculty member to Dean.
- External Reviewer letters are added to file as received.

November of Year 6

- School/College R&T Committee reviews all materials, discusses case, votes, and writes committee letter.

January of Year 6

- Dean reviews materials, writes letter, submits all materials to Provost.
- Provost submits all materials to University R & T committee.

February of Year 6

- University R & T committee reviews materials, discusses case, votes, and writes letter.
- Provost reviews material, submits recommendations to President.

Spring of Year 6

- President notifies candidates of decisions after meeting with deans and with University Rank and Tenure Committee.

*Details may differ. See www.scu.edu/provost/policies, *Target Dates for Tenure and Promotion*, *Faculty Handbook*, etc.