

Tenure and Promotion Form

Collaborator Letters Requested by Department

Process Chair: Send form to Dean by published deadline in the second week of April

Candidate Name:

Candidate Department:

Petition for: Tenure & Promotion

Tenure

Promotion

Faculty Handbook [3.4.4.2](#) allows the department to request that the dean solicit letters from individuals who have closely collaborated with the candidate, to account for the nature, extent and quality of the candidate's contribution to their work. *Collaborator letters are not required if, from the candidate's own account or department colleagues' knowledge of their work, the candidate's contributions are sufficiently clear.* The full text of the Handbook reads:

“In some instances, when the candidate's contribution to scholarly or artistic work is unclear, the tenured faculty may also identify a list of individuals who have closely collaborated with the candidate on their work whom the dean will contact for an account of the nature, extent and quality of the candidate's contribution to their work. Collaborator letters may be especially useful in tenure and promotion cases when individual contributions within team-based research need clarification; when the work is co-authored with a dissertation advisor; when it involves interdisciplinary collaborations that may be unfamiliar to external reviewers; or when it includes artistic or design projects created jointly with others. Prior to requesting collaborator letters, the chair must notify the candidate of the list of collaborators whom the tenured faculty might consult, and provide an opportunity for the candidate to file a written objection regarding any of the names on the list. The tenured faculty should honor the candidate's objection unless they are unable to determine the candidate's contribution using other means.”

Procedure

In the March prior to the Fall petition submission, after the candidate has shared a preliminary list of external referees with the department or process chair (hereafter, “chair”), the tenured faculty in the department will determine whether they believe a collaborator letter or letters are needed. All tenured faculty active that term, and not just the chair, will make this determination, and together should determine the number and names of collaborators they wish to list. The chair will share the list with the candidate, and the candidate will have an opportunity to file a written objection with the chair regarding any of the names on the list. The tenured faculty will then finalize the list, confirm the availability of collaborators, and submit the list—with the candidate's written objection, if any—to the dean by the published deadline. If the tenured faculty disagree, the dean will meet with the tenured faculty to resolve the dispute.

When submitting collaborator names, please include all of the information requested, using the tables below. Briefly describe your rationale for the collaborators you have selected.

Collaborator 1	Candidate objects	Chair has confirmed availability
Collaborator Name	Title	
Institution	Department	
Address		
City	State	Zip Code
Telephone	Fax	Email
Collaborations (brief list, most important)		

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Collaborator 2

Collaborator Name

Institution

Address

City

State

Telephone

Fax

Collaborations (brief list, most important)

Candidate objects

Title

Department

Chair has confirmed availability

Zip Code

Email

Collaborator 3

Collaborator Name

Institution

Address

City

State

Telephone

Fax

Collaborations (brief list, most important)

Candidate objects

Title

Department

Chair has confirmed availability

Zip Code

Email

Collaborator 4

Collaborator Name

Institution

Address

City

State

Telephone

Fax

Collaborations (brief list, most important)

Candidate objects

Title

Department

Chair has confirmed availability

Zip Code

Email