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| **CONTINUING (TENURE) APPOINTMENT** |
| Must meet standards and criteria for Associate Professor rank in one Area of Distinction for tenure. |
| **STANDARDS FOR TENURE** |
| Time in rank (6 years for assistant professor promotion with tenure; 3 years for associate professor promotion with tenure appointment; 3 years for professor with tenure appointment).   * Terminal Degree (PhD, EdD, MD, other) * Prior Service Exceptions * Early Tenure Exception * Certification Requirements (as applicable) * Full time paid faculty |
| ***Comments regarding any variations in pathway to tenure:*** |
| **CRITERIA FOR TENURE** |
| Scholarship is the foundation of tenure appointments. Funding and resources are also an expectation, depending on discipline, field of study and departmental requirements. |
| **Scholarship Assessment** |
| Annual peer-reviewed publications available via PubMed link in high-quality journals or academic presses. Candidate’s role in scholarship is significant and candidate is senior, primary, and/or corresponding author, or has otherwise demonstrated major contributions to the scholarship. Less frequent scholarship is explained.  Four featured publications, demonstrates quality and impact.  Annotated bibliography. *Not required for every tenure appointment but recommended for faculty with minimum or less of average annual publications and/or need for details regarding role in scholarship.*  Notes from primary, corresponding or senior authors, reviewed regarding clarification of role of the candidate (if needed). *As above, not required for every tenure appointment.*  Abstracts accompanied by national (platform) presentations may support documentation of scholarship for tenure (where impact can be shown). |
| ***Comments or summary regarding above:*** |
| **Funding** |
| Sponsored project funding, such as extramural grants, clinical trials, or other contracts, may be expected based on field of study and departmental requirements.  Non-federal funding may be acceptable based on departmental requirements and field of study.  Funding not expected based on field of study and departmental requirements.  **Note: Requirement for tenure for researchers in basic science fields include** federally funded (or equivalent national) grants as principal investigator (PI) or Multi-P. |
| ***Comments or summary regarding above:*** |
| **Personal Narrative Statement** |
| Describes unique pathways or contributions and outlines career goals. Should describe proficiency in service and education. Should provide additional support for scholarship with emphasis on describing how scholarly work is innovative and a significant force for advancement of knowledge in their field. |
| ***Comments or summary regarding above:*** |
| **P&T Committee Letter** |
| Indicates support of departmental colleagues for candidate’s tenure. |
| ***Comments or summary regarding above:*** |
| **Department Chair Letter** |
| Provides strong support for tenure.  Appraisal of the impact of non-peer-reviewed scholarship by Department Chair.  Describes and explains any variations in pathway to promotion. |
| ***Comments or summary regarding above:*** |
| **External Evaluator Letters** |
| Meets requirements as external evaluators and letters (at least 3) provide strong support for tenure.  Appraisal of the impact of non-peer-reviewed scholarship by external evaluators.  Qualifications for tenure recommended by evaluators. |
| ***Comments or summary regarding letter writer reviews (list last name only of writer):***  **1.**  **2.**  **3.** |

**Recommendation to Dean:**

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| ***Please write out your recommendation regarding tenure (Recommend/Do Not Recommend/Unable to Determine).*** |