

**Tenure and Promotion Handbook**  
**Faculty Manual §4.VII.E.11:**  
***Tenured Members' Statements of Recommendation and Rationale***

*[The dossier shall contain] Statements of recommendation and rationale prepared by the tenured members of the candidate's department(s). Each tenured member of the candidate's department(s) shall prepare a confidential statement that makes a specific recommendation as to whether tenure or promotion should be granted, and that provides a rationale in support of the recommendation. The rationale shall address each of the categories for faculty evaluation in (Section 4.VI.B), and the department's Statement on Significant Scholarly/Artistic Work, and shall include specific evidence. In the case of an interdisciplinary teaching assignment (identified as in Section 4.VII.F), a tenured department member may also serve as a designated reviewer of the quality of the candidate's teaching in that assignment, subject to conditions described in Section 4.VII.F. In that case, that department member's statement shall address the candidate's contributions to student learning and development (Section 4.VI.B.1) in that assignment. In preparing their statements, the tenured members shall have access to the candidate's curriculum vitae and professional statement, to a sample of teaching materials and scholarly or artistic work compiled by the candidate, to the individually-completed student and alumni reviews of the candidate's teaching, and to quantitative summaries of these reviews (Section 4.VII.E.6). All tenured members of the candidate's department(s) including those on sabbatical or other leave, shall prepare a statement except in the case of a conflict of interest. In such a case, the initiator of the candidacy shall enter a statement in the dossier explaining the nature of the conflict of interest in lieu of the statement from the tenured member.*

**1. Individuals who have access to this item:**

- The initiator
- The candidate's Associate Dean
- The Dean of the College
- Members of the Tenure and Promotion Committee
- The President
- Members of the Board of Regents

**2. Participants in preparing this item:**

- *Initiator* -
  - May encourage tenured members to observe the candidate's instruction during the spring semester prior to the year of the review as well as during the fall semester of the review year.
  - Solicits statements from the tenured members of the department
  - Makes available the materials to which tenured members are to have access in preparing their statements:
    - ✓ The candidate's CV
    - ✓ The candidate's professional statement
    - ✓ The candidate's portfolio of instructional materials

- ✓ The candidate's portfolio of scholarly/artistic materials (see guidelines for External Reviews for suggestions concerning the content of this portfolio)
- ✓ The individually-completed student reviews of teaching and the IE&A quantitative summaries of the reviews and description of the sample. (Tenured members are not provided access to the student committee's qualitative summary of the student reviews of teaching.)
- Ensures that each tenured member's statement includes a clearly articulated recommendation. (see below, section 3.)
- If the initiator is also a tenured member, prepares a statement for the dossier
- *Candidate* – Prepares portfolio of instructional materials for review by tenured members during the spring semester prior to the year of the review and during the fall semester of the review year
- *Tenured members of the department* – Prepare statements

### 3. Guidelines and suggestions:

- Every tenured member of the department, including those on sabbatical or other leave, shall prepare a statement except in cases of a conflict of interest. The initiator, in such cases, shall ascertain the nature of the conflict of interest and enter a written statement of explanation in the dossier. This statement should be included in lieu of the tenured member's statement in the appropriate section of the dossier.
- If the initiator is also a tenured member of the department, the initiator prepares a separate statement of recommendation and rationale in his or her role as a tenured member, in addition to the statement he or she prepares as the initiator (Section 4.VII.E.12).
- If the Associate Dean is also a tenured member of the department, the Associate Dean prepares a separate statement of recommendation and rationale in his or her role as a tenured member, in addition to the statement he or she prepares as the Associate Dean.
- **Tenured members of the candidate's department who also serve as peer reviewers of teaching may combine their statements in a single letter. However, the candidacy initiator shall write a separate statement of recommendation and rationale as described in 4.VII.E.12. If the Associate Dean is a member of the candidate's department, they shall also write a separate statement of recommendation and rationale as described in 4.VII.G.**
- Departments vary in their practices with respect to asking all tenured members to observe the candidate's instruction prior to preparing their statements of recommendation and rationale. In departments which ask all tenured members to observe instruction, the initiator may encourage the tenured members to begin doing so during the spring prior to the year of the review, to avoid having multiple observers in individual class sessions.

- With the solicitation letter, the initiator should include:
  - The Faculty Manual “Standards for Faculty Evaluation” (Section 4.VI)
  - The candidate’s CV
  - The candidate’s professional statement
  - The department’s Statement on Significant Scholarly/Artistic Work or, in cases of joint appointment, the joint statement of expectations for teaching, scholarly or artistic work, and service
  
- The initiator may wish to suggest that tenured members consider the needs and goals of the department as identified in the department’s most recent self-study in their evaluation of the candidate. It may be helpful to provide a summary of key findings from the self-study with the initiator’s request to the tenured members, or to make the full self-study readily available in some other form.
  
- The tenured member’s statement must begin with a specific recommendation as to whether tenure and/or promotion should be awarded (this substitutes for the previous practice of submitting separate ballots). The remainder of the tenured member’s statement provides a rationale, with specific evidence, to support the recommendation. The rationale must reference all three of the categories of faculty evaluation (contributions to student learning and development, to one’s scholarly and artistic field(s), and of leadership and service), and provide concrete examples and illustrations drawn from the materials to which the tenured members are provided access. An initiator may request that a tenured member prepare a revised statement if the above information is not included in the tenured member’s initial submission.
  
- **Recommended length: 450-600 words (see [optional template form](#))**
  
- **Tenured members of the department should review the summary of scholarship regarding bias in student evaluations of teaching, available on the Institutional Effectiveness and Assessment website. A link to this [summary](#) and the other resources also appears on other resources also appears on the landing page for [“Tenure and Promotion Reviews”](#)**