

**Tenure and Promotion Timeline**  
**Including Dossier Contents**  
**Department of Design, Housing, and Apparel**  
**2008 (updated 2010)**

This timeline is applicable to new tenure-track assistant professors with the maximum time until the tenure decision (six years). If a faculty member has brought in the maximum of three years of credit, Years 1, 5, and 6 are applicable. At the end of this document is a description of the dossier contents. Also see the DHA documents: *Mentor Committees* and *Review Process*.

**Year 1**

- Orientation meeting between Department Head and new faculty member
  - Present Faculty Guide notebook including the UM Tenure Code, DHA 7.12 Statement, and UM procedures for review of faculty
  - Discuss graduate faculty status process
  - Discuss tenure and review criteria and process
  - Discuss mentor committee procedures and potential members; the Department Head asks/assigns members to serve
  - Department Head summarizes meeting; faculty member and Department Head sign statement.
- Mentor Committee meets with faculty member; Department Head meets with them at the beginning of the first meeting to discuss scope of Mentor Committee role and responsibility
- Probationary faculty member compiles philosophy statement and dossier materials (see below) by the end of September and gives to Department Head's secretary who will assist in photocopying and organization of materials for review by tenured faculty
- Tenured faculty review probationary faculty member's accomplishments (see documents "Mentor Committees" and "Review Process")
  - Tenured faculty meet in October and November to discuss probationary faculty member's accomplishments
  - Faculty vote on continuation or termination (written anonymous ballots are used and faculty sign the envelope).
  - Summary statement is prepared by member of the tenured faculty
- Department Head's secretary prepares the UM President's Form 12 (probationary statement form)
- Department Head meets with the faculty member to discuss the statement and sign the form; statement and vitae are forwarded to the College
- Mentor committee may meet with faculty member again in the spring

**Years 2 through 4**

- Review process is the same as year 1
- Faculty member should be continually refining philosophy statement and dossier materials
- Mentor committee membership rotates

- Part of the assessment during these years is to determine if the candidate may be ready to go up for tenure before the sixth or final year

### **Year 5 (the year prior to the decision year)**

- Fall review process is the same as in previous years
- In late fall or early spring, the Mentor Committee meets with the faculty member to develop final materials for dossier including:
  - Personal philosophy statement
  - Vitae
  - Creative Production & Research documentation
  - Teaching documentation
  - Service documentation
- By April, the Mentor Committee and the faculty member identify up to 10 individuals from other institutions to be external reviewers in order of preference and gives the list to the Department Head to review and approve
- Summary paragraphs about each reviewer are prepared by the faculty member with assistance from the Mentor Committee and the Department Head.
- Only six to eight external reviewers are contacted initially. If less than five indicate their willingness to review, others are asked from the original list.
- Department Head's secretary prepares letters of request to be sent to external reviewers in May to: 1) ask if they would be willing to review the candidate, 2) inform them of when they will receive the dossier (no later than August 31) and, 3) inform them of when we need their letter (September 30). We include a self-addressed and stamped postcard for their reply indicating their willingness to review and their preferred address for delivery of dossier.
- By August 31, the external reviewers receive: a detailed letter of request, the dossier, and the DHA 7.12 statement of promotion and tenure criteria.

### **Year 6 (tenure decision year)**

- About October 1, tenured faculty are informed that the faculty member's dossier and external letters are available for review. Copies of the philosophy statement and the vitae are given to each tenured faculty member; additional materials from the dossier are placed in an electronic folder in Netfiles.
- Tenured faculty meet to discuss the candidate, vote on the tenure and promotion decision and prepare a departmental statement (see document "Mentor Committee and Probationary Review Process").
- The Department Head meets with the candidate to present the faculty vote and the departmental statement.
- Department Head prepares a separate statement including whether or not he/she concurs with department faculty decision. The candidate receives a copy of this letter.
- All materials are sent to the College office in early November.

- At each step of the process, the candidate is informed of the status of the review by letters from the Department Head, Dean, and Provost.
- By May, the official decision is acted on by the Regents. If tenure is not granted, the faculty member is terminated and receives one-year's notice, remaining on faculty for one final year (Year 7). If tenure is granted to an assistant professor, promotion to associate professor with tenure is effective in the fall (Year 7 of employment).

## **Dossier Contents**

- **Personal philosophy statement**  
A statement of the candidate's approach to his/her research, teaching, and service. The final statement is likely to be about 6 pages in length if it covers all of these areas. The sections on research, teaching and service will also need to be included within those parts of the dossier.  
Alternatively, the candidate could prepare an overview of their philosophy and then prepare specific statements for research, teaching, and service for each of those parts of the dossier.
- **Vitae**  
The vitae should be inclusive of all educational degrees, professional positions held, honors and awards, scholarship research and creative production (listing, for example, publications, conference presentations, exhibited works, external and internal grants), teaching (including courses taught, advising, and guest lectures), service (to the University, the community, and discipline-related service), and professional development.
- **Creative production & research documentation**  
Include a statement that addresses the philosophy/scope/nature of your research, including any community engaged research, and your approach to your area(s) of inquiry. Include copies of major works of dissemination—journal articles, creative work, etc. The Mentor Committee can assist in identifying the critical pieces. Generally, three to four articles or book chapters would be included and color printouts of creative work. Actual pieces of creative works can be included as well.
- **Teaching documentation**  
Include a statement addressing your approach to teaching, including any teaching outreach. Include syllabi of the primary courses for which you are responsible and/or have developed, student evaluations of teaching (the Department Head's secretary will prepare a chart with the data), peer evaluations of teaching, examples of student work (particularly for design faculty)
- **Service documentation**  
Include a statement of your philosophy regarding your service contributions. Contributions to committees within the University, discipline-related service, and community outreach service should be acknowledged here.