**Timetable for Tenure Review for Eligible Category I Faculty***

In recognition that the scheduling of early tenure meetings is a critical activity of the University and should be given a high priority by all concerned, the Faculty Committee on Promotion and Tenure has recommended, and the Dean’s Advisory Council has approved, the following timetable for tenure review:

a. In the spring, each candidate for tenure in the fall and his or her Department Chair should be given a copy of the “Checklist of Items to be Included in Tenure Files” (available on request from the Office of the Dean of the Faculty). Shortly after, the Division Director, Department Chair, and the candidate should meet to review the guidelines and discuss the timetable for assembling the dossier. Candidates should also be informed at this time of the tentative calendar for the fall tenure meetings.

b. Materials for inclusion in the dossier that are provided by the candidate must be given to the Department Chair by the third week of August. Later additions regarding awards received or scholarship (e.g., grants received or articles accepted for publication), may be given by the Department Chair to the Division Director throughout the decision period.

c. Early in September, the same information outlining the procedures for assembling the dossier will be redistributed with a cover letter from the Dean of the Faculty confirming the calendar for tenure decisions.

d. The Department Chair should submit the assembled dossier to the appropriate representative of the P&T Committee, who will review it for completeness and compliance with the guidelines. Approved dossiers will then be transferred to the candidate’s Division Director.

e. Each candidate for tenure should then meet in the fall semester with his or her Department Chair and Division Director to review the adequacy of the candidate’s dossier before it is copied and submitted to the Dean’s Advisory Council.

f. All tenure material should be in the Division Director’s Office by September 24th and in the Dean of the Faculty’s Office by October 1st.

Tenure meetings should start in the second week of October and continue until all decisions have been made. Tenure decisions should be completed by December 15.

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*Category I Faculty who have been promoted at Colgate to Associate Professor.*
GENERAL INFORMATION CONCERNING THE PREPARATION OF TENURE DOSSIERS FOR CATEGORY I ASSOCIATE PROFESSORS*

(September 2004)

Department Chairs should prepare nine copies of the dossier, plus the original, in a format for loose-leaf binding (three-hole punched paper). Copies should be doubled-sided.

Dossiers must be paginated throughout and follow the checklist sequence. Last-minute additions can be designated with a page number and letter; e.g., 19a, 19b, etc.

Documentation of material that does not readily fit into the checklist outline should be included in an appendix. If in doubt about inclusion, check with the Division Director.

The Department Chair, candidate, and Division Director should meet to review the tenure checklist toward the end of the spring term prior to the preparation of the dossier.

The Department Chair should submit the assembled dossier to the appropriate representative of the P&T Committee, who will review it for completeness and compliance with the guidelines. Approved dossiers will then be transferred to the candidate’s Division Director.

Each candidate for tenure will then meet in the fall semester with his or her Department Chair and Division Director to review the adequacy of the candidate’s dossier before it is submitted to the Dean’s Advisory Council. Candidates may request a separate meeting with the Division Director.

In early September, the Committee on Promotion and Tenure will meet with each candidate individually.

In the preparation of each dossier for tenure, the candidate’s Division Director and the Promotion and Tenure Committee member from the candidate’s division share the responsibility of seeing that the dossier is complete and prepared according to the guidelines. The Promotion and Tenure Committee has the responsibility to bring to the DAC’s attention material deemed prejudicial or improper.

CHECKLIST FOR TENURE DOSSIERS FOR CATEGORY I ASSOCIATE PROFESSORS

(April 2004)

(*) Responsibility of the Chair to write or solicit the information
(**) Provided by the Candidate
(***) Provided by the Dean of the Faculty’s Office
A. Candidate CV (which lists scholarly activity and service to the Colgate community). This CV will represent the formal record of scholarly accomplishment and service contributions of the candidate. (**)

B. List dates of hire, comprehensive reviews, promotion review, leaves, sabbaticals, and study groups. (*)

C. Personal Statement of candidate (optional). (**)

D. Chair’s statement concerning institutional need with the necessary documentation addressing institutional need as discussed in the Faculty Handbook (Chapter III, Section E. Parts 5 and 6). Prior to writing this statement, the chair will meet with the Division Director to review considerations of institutional need. This statement should consider enrollments in the candidate’s courses in the previous three years and enrollments in the department over the previous three years. These figures, which should be final enrollment figures (i.e., after course withdrawals), may be obtained from the Registrar.

The statement should also focus on the need for the position based on the candidate’s specialization within the department’s curriculum, and the candidate’s past and potential contribution to departmental and institutional needs. The statement should also address the justification of the position in relation to departmental faculty rank structure, both at present and as projected in the next five years, taking into account anticipated retirements. (*)

I. List of courses taught at Colgate in the last six years: title, course number, enrollment, level (introductory, upper-level, seminar, special service). Please indicate semester and year. When appropriate, the chair should provide a brief description of the candidate’s duties in courses where classes or labs taught by the candidate comprise some form of shared or team teaching (e.g. a lab instructor teaches some lab(s); a research seminar involves other faculty participants, etc.). (*)

II. Brief general statement of the Department Chair summarizing the opinion of the tenured members of the department and concluding with the department’s recommendation. There must be a record of an actual department meeting that identifies the members present and absent and lists the vote (yes, no, abstain) of each member present. This general statement and record of vote should be available for review by the members present. (*)

The vote and discussion should primarily consider institutional need (see Faculty Handbook p. 31), that is, the institutional need for the position and the ways in which the candidate has met that need. Because the candidate has already shown a record of accomplishment in teaching, scholarship and service to be promoted to the rank of associate professor, consideration of these factors should not be the basis of
the department vote at this stage in the candidate’s career. The Faculty Handbook identifies a single set of criteria for promotion to the rank of Associate Professor, and the minutes of the Faculty Affairs Committee reaffirm that a single set of standards should apply to all candidates for promotion. For that reason, the Faculty Handbook (31) indicates that the criterion for tenure for a promoted Category I faculty member is primarily institutional need.

III. Individual letters from tenured members of the department evaluating the candidate primarily on institutional need for the position and the ways in which the candidate meets the need(s) (see D.)

IV. Department chair’s summary evaluation of the candidacy. (*)

MODEL DOSSIER

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II. CANDIDATE CV

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IV. PERSONAL STATEMENT OF CANDIDATE (OPTIONAL)

V. CHAIR’S STATEMENT OF INSTITUTIONAL NEED

VI. LIST OF COURSES TAUGHT

VII. DEPARTMENT CHAIR’S SUMMARY OF MEETING

VIII. LETTERS FROM DEPARTMENT MEMBERS

IX. DEPARTMENT CHAIR’S SUMMARY EVALUATION OF THE CANDIDACY

—IWhen the Department Chair is not eligible for this role according to the Faculty Handbook statement in Chapter III, Section E, Part 8, the Division Director will designate an appropriate person to prepare the file.