TO: Chairs and Directors  
FROM: Paul B. Bell, Jr.  
Dean  
DATE: June 5, 2012  
SUBJ: Tenure and Promotion Procedures for 2012-13

The Provost’s annual call for tenure and promotion recommendations for the 2012-13 academic year, dated May 21, 2012, is available on the Provost’s website in the section on “memos and forms on academic procedures.” All tenure and tenure/promotion dossiers must be submitted online to the dean by November 1, 2012. Promotion-only dossiers must be submitted by November 30, 2012.

The College of Arts and Sciences is participating in a pilot project to assemble and review the tenure and promotion dossiers online for the 2012-2013 review year. To facilitate this change, the Provost has made extensive revisions in her annual call for tenure recommendations memo. Please review her memo carefully to be sure you understand the dossier requirements. No substantive changes in content have been made, but several sections have been clarified and rewritten.

As we discussed at the April Chairs and Directors meeting, the college and campus tenure committees have provided useful feedback in recent years to improve the quality of dossiers (see attachment). To facilitate and enhance the quality of review by these committees, I urge you to follow their recommendations. For example, in the case of non-unanimous votes or recommendations, it is critical that the chair/director discuss the nature of the disagreements and explain his or her own recommendation in light of those disagreements.

PBB/sh  
Attachment  
cc: VIPs