

Guidelines for Tenure Application at LHU

PLEASE NOTE: The following information, endorsed by the 2009/2010 University Tenure Committee, is based on the current contract (which expires in 2011). This information is provided as a guideline only. When it is your year to apply for tenure, you will receive specific instructions from that year's University Tenure Committee, based on the contract in effect at that time.

A. Important dates (from Article 15, Section C and E of the contract)

December 31: Your letter to the President requesting tenure is due.

In your letter to the President, you describe your strengths and explain why you believe you merit tenure. Most letters include reference to 3 areas: teaching, scholarship/professional growth, and service. A review of your successes in these areas would be recommended. No supplemental materials are needed at this point (e.g., student evaluations, peer observations, etc.). This letter is simply an overview of your accomplishments.

February 15: Letter from the Departmental Tenure Committee, letter from the Department Chair, as well as the applicant's materials, are due to the University Tenure Committee.

On or before this date, you must submit a binder to the University Tenure Committee that includes the departmental letters noted above and your materials.

- * Letters from the Departmental Tenure Committee and the Department Chair should contain a clear statement of whether or not tenure is recommended.
- * Letter from the Departmental Tenure Committee should be signed by all members of the Departmental Tenure Committee. It is standard practice for the Departmental Tenure Committee to be composed of 3 tenured department members. If the department does not have 3 tenured members, the Committee may be composed of as many tenured nondepartmental members as needed to form a committee of three.
- * Letter from the Department Chair should be signed by the Department Chair.
- * The format for the applicant's materials is described below.

April 1: University Tenure Committee sends recommendations to the President.

The Committee sends a list of the applicants believed to merit tenure to the President.

May 31: Tenure applicants are notified by the President about whether or not they have been awarded tenure.

B. Application format

As noted above, all applications are *due no later than February 15*.

Please use the following order when organizing the materials in your tenure application binder.

1. Request for an interview

As outlined in the contract (Article 15, section E, number 3), if you would like to make an appearance before the University Tenure Committee to speak on your behalf, you are welcome to do so. Please indicate whether or not you would be interested in such a meeting.

* Generally, interviews are warranted when there is inconsistent support for an applicant and/or there is something in an application that needs to be clarified.

2. Job description (for non-teaching faculty)

3. Your C.V.

4. Your letter to the President requesting tenure (Letter is described above.)

5. Letter from your Department Chair regarding your request for tenure (See guidelines noted above.)

6. Letter from your Department Tenure Committee regarding your request for tenure (See guidelines noted above.)

7. Student evaluations

Include the results of your student evaluations from LHU.

8. Peer/department chair observations and evaluation

Include the observation and evaluation reports written at LHU.

9. Listing and/or description of your scholarly growth

10. Listing and/or description of your service

Refer to service to your department, LHU, and the community.

11. Signed memorandum granting the University Tenure Committee permission to examine your personnel file