

To: Faculty Members eligible for tenure

From: The University Tenure Committee, composed of:

Cheryl Newburg, Chair
Nicole Burkholder-Mosco
Peter Campbell
Frederick Schulze
Eduardo Valerio

Re: Your tenure application

Date: October 26, 2011

Through this memo, the 2011/2012 University Tenure Committee would like to provide you with guidelines for your tenure application. The first section will address the dates set by the contract for Fall Hires. The second section will describe the suggested format for your application.

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

January 2 (based on an extension, since December 31 is a Saturday): 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 (not just initialed) by all members of the Departmental Tenure Committee. Signatures should be originals, not copies. 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 (not just initialed) by the Department Chair. Signature should be original, not a copy.

* The format for the applicant's materials is described below.

April 2 (based on an extension, since April 1 is a Sunday): 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, 2012*. Applications should be submitted to Cheryl Newburg (Chair, University Tenure Committee) in *Robinson 320A*.

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 (Memorandum is at the end of this document.)

We hope the above information clarifies the tenure application process. Should you have any questions, please consult the contract (Article 15) or contact Cheryl Newburg, at cnewburg@lhup.edu or 484-2243.

I grant the 2011/2012 University Tenure Committee (composed of C. Newburg, N. Burkholder-Mosco, N., P. Campbell, F. Shulze, and E. Valerio) permission to examine my personnel file as part of their evaluation of my application for tenure.

Name (Please print)

Signature

Date