

September 19, 2012

Dear Tenure Candidate:

The University-Wide Tenure Committee wishes to provide reminders of several deadlines and procedures contained within the collective bargaining agreement (Article 15, pages 33-37) and the SU Guidelines for Tenure document (attached).

1. You must submit a letter declaring your intent to apply for tenure to the President of the University by **December 31, 2012**. In this letter you explain why you should be granted tenure.
2. Also by December 31, 2012, you must submit a copy of that letter, the signed Candidacy for Tenure form (attached) and your package of supporting documentation (Tenure dossier) to your department.
3. After departmental review, obtain original letters of support from the Department PAC and department chairs as well as their signatures on the Candidacy for Tenure Form. You must deliver these documents along with your application packet (i.e. Tenure dossier) to the University Tenure Committee on or before 4:00 pm, February 15, 2013.
4. Also by February 15, 2013, your department chair and DPAC chair should forward copies of their support letters to the President and the Provost.
5. The University-Wide Tenure Committee will review applications and make its recommendation to the President by April 1, 2013.

As you prepare supportive documentation, please review the SU Guidelines for Tenure for a list of the required and optional materials. It is not necessary for a tenure dossier to be identical or as extensive as a promotion dossier.

In addition, the organization of the tenure dossier is a bit different from that of the promotion dossier. Please be sure to closely review the SU Guidelines for Tenure document that is attached here to help insure that your Tenure dossier is appropriately organized. If you have any questions, feel free to contact Tom Evitts (taevit@ship.edu) or Turi Braun (wabrau@ship.edu), Tenure Committee co-chairs. Please note, though, that Dr. Braun will continue in co-chair duties only through December (on sabbatical spring 2013 term).

Finally, the entire committee looks forward to reviewing your application and wishes you success. Please do not hesitate to contact either Turi Braun or Tom Evitts if you have questions about compiling your tenure dossier.

Sincerely,

Turi Braun and Tom Evitts (UTC Co-Chairs)