

External Hire Expedited Promotion & Tenure Review

This process occurs in Phase 4 (Extend Offer) of the [SHIFT](#) Framework for faculty recruitment. It provides guidance for tenure approvals for faculty hired from other institutions at the associate or full professor rank; this includes assistant professors from other institutions whom we are hiring with tenure at the associate rank. External hires may be made at their current rank or may be promoted at time of hire, depending on how their record meets the criteria for each rank in the TIU's Appointments, Promotion & Tenure document.

Faculty Misconduct Check Process

In conjunction with the process outlined below, the TIU is responsible for initiating a [Faculty Misconduct Authorization and Disclosure Form](#) for candidates for any position that carries tenure. See the [OAA Faculty Misconduct Check](#) page for additional details.

Expedited Promotion and Tenure Review

The OAA review policy is that faculty being hired into senior positions will undergo the expedited promotion and tenure process before receiving an offer ("standard offer"). In some cases, the college modifies this process by conducting the expedited P&T process *after* the offer is signed and accepted ("tenure pending offer"). See [the OAA Faculty Recruitment and Selection policy](#) for more information. In both cases, the TIU is responsible for compiling the following materials and submitting them to the college (via email to the divisional dean and [ASC Faculty Affairs](#)):

TIU-Level Review

- 1) Copy of the offer letter:
 - a. Standard Offer: Draft offer letter
 - b. Tenure Pending Offer: Signed offer letter, pre-approved by OAA
- 2) TIU Head review and recommendation letter
- 3) TIU Committee of the Eligible Faculty review and recommendation letter
- 4) List of external reviewers (name, title/rank/institution, whether suggested by candidate or P&T committee; lists should be approved by the collegeⁱ); [Form 114](#) recommended
- 5) Five letters from external evaluators; no more than three of these should be reference letters or suggested by the candidate
- 6) Candidate's C.V.
- 7) *If applicable*: [MOU](#) for international candidates without permanent residency or "protected individual" statusⁱⁱ



College-Level Review

The divisional dean will review these materials and prepare the following:

- 1) College Dean and Divisional Dean review and recommendation letter; consultation with the college promotion & tenure committee is at the discretion of the dean. The divisional dean should draft and cosign this letter unless there has been a decision to consult with the college P&T committee (in which case the divisional dean writes a separate letter on behalf of that panel).

The college will submit all materials to OAA. Final approval and tenure will be granted by the Board of Trustees. If you have any questions about this process, please contact [ASC Faculty Affairs](#).

ⁱ Please send lists of **external reviewers** to the [Associate Dean for Faculty Affairs](#) for pre-approval. Criteria are similar to those for mandatory P&T reviews (see [External Evaluator College Approval Process](#)) with the exception that three letters from reviewers suggested by the candidate are permitted.

ⁱⁱ **International candidates** appointed at a senior rank who do not have permanent residency or are not “protected individuals” will also be required to complete a [memorandum of understanding](#) with the TIU regarding the conditional nature of tenure should the candidate’s right to work in the U.S. be revoked (see [OAA Faculty Recruitment and Selection policy, section I.C](#)).