

Provost's Office Requirements for Faculty Affairs Actions

This document provides a guide to the attachments required by the Provost's Office for each Faculty Affairs action. The Table of Contents below is linked to the listed pages for your convenience. All of these actions should be submitted through Interfolio.

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Provost's Office Requirements for Faculty Affairs Actions

Appointment to the Faculty at Another Academic Institution (External Appointment)

- Dean's recommendation
 - Department chair's recommendation (if school is organized into departments)
 - Detailed description of the responsibilities of the external appointment
 - Faculty member's CV
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Department Chair, Interim Chair, Acting Chair Appointment

- Dean's recommendation, including report of consultation with faculty, as described in the Faculty Handbook and school bylaws
 - Faculty member's CV
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Emeritus Faculty Appointment

- Dean's recommendation
 - Vote of appropriate committee on appointments, in accordance with faculty bylaws
 - Department chair's letter (if school is organized into departments)
 - Department faculty's vote (if school is organized into departments)
 - Faculty member's request for consideration of appointment
 - Faculty member's CV
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Endowed Professorship Appointment

- Dean's recommendation, including report of consultation if required by conditions of professorship and/or school bylaws
- Endowed professorship establishing resolution (and amendments, if applicable)

Provost's Office Requirements for Faculty Affairs Actions

- Faculty member's CV
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Extension of Pre-Tenure Period

- Dean's recommendation
 - Department chair's recommendation (if school is organized into departments)
 - Recommendation from tenured faculty or appropriate constituent faculty body at the departmental or equivalent level
 - Faculty member's request
 - Faculty member's CV
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Extension of Pre-Tenure Period for Parenting

- Faculty member's request
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Faculty Appointment

- Dean's recommendation
- Vote of appropriate committee on appointments
- Department chair's recommendation (if school is organized into departments)
- Department faculty's vote (if school is organized into departments)
- Reference letters (6 for professor or associate professor; 3 for assistant professor; 2 for instructor or senior instructor)
- Signed offer letter that includes salary and other financial commitments
- Affirmative Action approval memo
- Candidate's CV
- Candidate's proof of terminal degree

Provost's Office Requirements for Faculty Affairs Actions

Joint Faculty Appointment (Initial Appointment)

- Recommendation from each dean (if appointment is between schools)
 - Recommendation from each department chair (if school is organized into departments)
 - Vote from each department faculty or eligible faculty (if school is organized into departments)
 - Reference letters (6 for professor or associate professor; 3 for assistant professor; 2 for instructor or senior instructor)
 - Signed offer letter that includes salary and other financial commitments (signed by both deans if appointment is between schools)
 - Affirmative Action approval memo
 - Candidate's CV
 - Candidate's proof of terminal degree
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Joint Faculty Appointment (Previously Appointed Faculty)

- Recommendation from dean of current appointment
- Recommendation from dean of proposed appointment that includes which school or department will have responsibility for preparing the documentation for reappointment, promotions, or tenure
- Vote from appropriate committee on appointments of proposed appointment
- Joint recommendation from department chair of current appointment and department chair of proposed appointment that includes commitment of salary and related support of respective units
- Vote from department faculty of current appointment
- Vote from department faculty of proposed appointment

Provost's Office Requirements for Faculty Affairs Actions

- Faculty member's CV
 - Faculty member's request
 - Agreement of joint appointee and appropriate dean as to the length of the pre-tenure period (applicable if the appointee is in the tenure track, not yet tenured, and if the appointing schools have pre-tenure periods of different lengths)
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Leave of Absence (non-sabbatical)*

- Dean's recommendation
- Department chair's recommendation (if school is organized into departments)
- Faculty member's request
- Faculty member's CV

*These leave requests are separate from HR leave requests, including FMLA and parental leave. See Chapter 3, Article II, B in the Faculty Handbook.

Promotion to Assistant Professor or Senior Instructor

- Dean's recommendation
- Department chair's recommendation (if school is organized into departments)
- Report and vote from appropriate committee on appointments
- Report and vote from department faculty or equivalent, or eligible faculty (if school is organized into departments)
- Faculty member's CV
- Optional COVID-19 impact statement
- Letters of reference (3 for assistant professor; 2 for senior instructor)
- Affirmative Action approval memo issued for initial appointment

Provost's Office Requirements for Faculty Affairs Actions

Promotion to Professor or Associate Professor or Tenure

- Dean's recommendation
- Department chair's recommendation (if school is organized into departments)
- Report and vote from appropriate committee on appointments
- Report and vote from department faculty or equivalent, or eligible faculty (if school is organized into departments)
- Third-year pre-tenure review (and sixth-year pre-tenure review, if applicable) for untenured candidate only
- Faculty member's CV
- Faculty member's self-description of teaching, research, and service contributions
- Optional COVID-19 impact statement
- Referee list
- Sample letter of request to referees
- At least six reference letters from independent external referees with biographical information
- Reference letters from research collaborators with biographical information
- A combination of the following teaching documentation:
 - Course evaluations from previous three years
 - Summary of course evaluations prepared by curriculum director or other appropriate person
 - Reports of classroom observation by colleagues
- Teaching evaluator list
- Sample letter of request to teaching evaluators
- Letters from individual teaching evaluators
- Publications (max 3)
- School's and department's (if applicable) promotion guidelines

Provost's Office Requirements for Faculty Affairs Actions

Sabbatical

- Dean's recommendation
 - Department chair's recommendation that includes salary support and provisions for teaching coverage (if school is organized into departments)
 - Recommendation from appropriate faculty body
 - Detailed plan for sabbatical
 - Faculty member's CV
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Secondary Appointment Across Schools

- Recommendation from dean of proposed secondary appointment
 - Approval from dean of current primary appointment
 - Recommendation from department chair of proposed secondary appointment
 - Approval from department chair of current primary appointment
 - Vote from committee on appointments of proposed secondary appointment
 - Vote from proposed department faculty of proposed secondary appointment (if school is organized into departments)
 - Faculty member's CV
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Transfer into the Tenure Track

- Dean's recommendation, including the length and/or end of the pre-tenure period
- Department chair's recommendation (if school is organized into departments)
- Department faculty's vote (if school is organized into departments)

Provost's Office Requirements for Faculty Affairs Actions

- Signed offer letter for tenure track position that includes expectations for activities appropriate to tenure track and commitment of institutional resources for tenure track activities
- Faculty member's request
- Faculty member's CV

Transfer of Faculty Appointment from One School to Another

- Appointing dean's recommendation
- Current dean's acknowledgement
- Department chair's nomination (if school is organized into departments)
- Current department chair's acknowledgement
- Recommendation and vote from appropriate committee on appointments (if required by school bylaws)
- Signed offer letter that includes salary and other financial commitments
- Approval from the Office for Diversity, Equity and Inclusive Engagement
- Faculty member's request for transfer
- Faculty member's CV

Verification of Credentials

- Dean's approval
- Department chair's approval
- Candidate's CV or transcript