



## The Office of Academic Affairs

### Guidelines for Submission of Tenure Recommendations

The University of Texas System Board of Regents approves recommendations to award tenure to eligible faculty. To ensure that the dossiers of tenure candidates are presented in a consistent manner to the Board of Regents, UT System academic institutions should include the following documentation in support of tenure recommendations.

#### Documents

1. The summary table with all tenure cases reviewed that year, including those cases that are not recommended to the Board of Regents. Use the existing template found here: <http://www.utsystem.edu/offices/academic-affairs/promotion-and-tenure-recommendations-guidelines>.
2. For recommended cases, include the following:
  - ♦ A brief summary of the faculty member's teaching, research/scholarship, and service. The summary should be limited to three pages in length. The section on teaching should include a summary of student evaluations and peer observations of teaching. We recognize that, in cases involving hiring an individual with tenure, student evaluations and peer observations of teaching may not be available.
  - ♦ The faculty member's curriculum vitae.
  - ♦ The external reviews from the faculty member's dossier if, and only if, the institutional review includes mixed votes, i.e., a vote of "no" was cast anywhere in the chain of events leading up to the president's review.

#### Timeline

- June:* Institutions submit materials to the UT System Office of Academic Affairs by June 1<sup>st</sup>.
- June-July:* The Office of Academic Affairs staff review dossiers and consult with institutional leadership, as needed.
- July:* Institutions prepare consent agenda items for the August Board of Regents meeting.
- August:* The Board of Regents takes action on recommendations.

#### Submission Instructions

Please submit all materials in electronic format to the UT System Office of Academic Affairs using the e-mail address for document submission [proposal\\_intake@utsystem.edu](mailto:proposal_intake@utsystem.edu), a flash drive, or other means of providing UT System Administration staff with electronic access. Questions should be directed to Dr. Kevin Lemoine at [klemoine@utsystem.edu](mailto:klemoine@utsystem.edu).