

## **PROCEDURES FOR PREPARATION OF RECOMMENDATION FOR TENURE AND PROMOTION**

It is important that the recommendations be as detailed and current as possible because they are the basis on which decisions are made by the various University administrators and committees. The faculty member is responsible for the preparation of the vita and supporting materials and must attest to its completeness prior to submission. **Please put the tenure packets in the following order:**

- A. Items 1-6 below should be addressed by the Chair or Dean (if school not organized on a departmental basis) and sent as a formal memorandum to the Vice Chancellor for Academic Affairs. A separate memorandum must be submitted for each person.
  1. **Dean's final recommendation.** Include the judgment of the departmental or college advisory committee. Give specific recommendation of action to be taken.
  2. **Recommendations** (All departmental and college level recommendation letters).
  3. **Annual Tenure and Promotion Review Letters.**
  4. **External review letters.** Letters to include assessment of scholarship or creativity.
- B. **Vita** [Reference - TCU Vita Format].
- C. **Personal letter.**
- D. **List of all available additional materials for review.**
  - 1) Table of contents from materials folder.

**All packets are to be submitted to the Provost's BOX by the schools/colleges.**

Provost 2002-03

Revised 2-4-09; Approved by PC 2-4-09; Rev 10-1-0; Rev 5-17