Proposed Changes to Statement 11

to Accommodate Interdisciplinary Tenure Reviews with Tenure in One Primary Department

Rationale for these changes:
The AS&E Tenure and Promotion Committee was charged with providing a new set of guidelines outlining the tenure review process for faculty who have interdisciplinary appointments. We are proposing that the procedures below be inserted into Statement 11 as Part 2, "Tenure and Promotion Procedures for Faculty with Interdisciplinary Appointments." These new tenure procedures will apply to any faculty member who was hired under a memorandum of understanding (MOU) or who has, by the end of their 4th year review, negotiated an MOU with the relevant department/program and dean. In promotion cases, these procedures will apply to those faculty members who have negotiated an interdisciplinary MOU at least two years before applying for promotion.

We expect that all interdisciplinary hires will have their primary appointment within a single home department, with additional responsibilities within a secondary program or department as specified in the MOU. During tenure review of faculty with such interdisciplinary appointments, secondary departments and programs will make recommendations to the home department, but will not vote. The procedures described below, we recommend slightly different evaluation procedures for secondary appointments within programs vs departments. This was done primarily to ensure confidentiality throughout the tenure review process, because programs vary so widely in their size and structure.

Proposed Addition to Statement 11
Part 2: Tenure and Promotion Procedures for Faculty with Interdisciplinary Appointments but Tenure in One Primary Department

These tenure procedures will apply to any faculty member who was hired under a memorandum of understanding (MOU) or who has, by the end of their 4th year review, negotiated an MOU with the relevant department/program and dean. In promotion cases, these procedures will apply to those faculty members who have negotiated an interdisciplinary MOU at least two years before applying for promotion. In cases of hires across schools, tenure review will be conducted by the T&P committee of the school to which the home department belongs, unless university-wide tenure processes are implemented in the future that would govern such faculty hires.

Standard procedures for tenure and/or promotion review within departments will be followed (these are outlined in Statement 11 Part 1, Steps 1-18) with the additional procedures specified below:

1) Choosing the preparator (Step 1) & Preparing the application (Step 2): Preparator of the case will contact the chair or director of the secondary department or program (henceforth “secondary unit”) specified in the memorandum of understanding (henceforth “MOU”), in order to ensure communication throughout the review process. When the application for tenure has been completed, it should be sent to the chair or director of the secondary unit.

2) Compiling information on teaching (Step 3) and mentoring (Step 4): Any courses the candidate has taught in the secondary unit should be included in the TCU Senate evaluation (Step 3c), and the chair or director of the secondary unit should receive a copy of the TCU report. The secondary unit should also prepare a tabular summary (Step 3a) and a narrative statement on teaching (Step 3b). When appropriate, it will assist the home department in finding current contact information for mentees (Step 4).

3) Choosing External Evaluators (Step 5): In developing its list of External Evaluators, the home department will solicit input from the secondary unit and, if necessary, seek additional assistance to produce a list which includes evaluators from the various fields within which the candidate works. The list should be designed to assure a minimum of 10 letters; this is two more than required in a standard tenure case. The home department should consult the secondary unit when considering the selection of outside experts, in order to
find a scholar who has interdisciplinary expertise as close as possible to the candidate's. The final decision on these lists will rest with the home department, in consultation with the T&P committee, as is usual.

4) **Soliciting letters from External Evaluators (Step 7):** The solicitation letter sent out to External Evaluators will state that the candidate has an interdisciplinary appointment or position. Suggested language will be added as an option in the template for the solicitation letter.

5) **Departmental discussion and vote (Step 8):** The secondary unit will not take a formal vote, but will generate a statement evaluating the candidate's contributions in all areas relevant to that unit (e.g. scholarship, teaching, and/or service). This statement will be submitted to the home department before that department meets to discuss the case, and will be included in the case going forward. Departments and programs will receive different case materials to evaluate and will follow different evaluation procedures:

- For a secondary department, the chair will appoint a departmental subcommittee consisting of at most three faculty members in relevant field(s). Only these representatives of the secondary department will have access to the full dossier, including letters from External Evaluators and mentee letters. These representatives, in consultation with any other relevant faculty in the secondary department, will prepare a statement evaluating the candidate’s contributions.

- For a secondary program, the case given to the director or his/her designee will consist of the same materials provided to the External Evaluators: this does not include letters from External Evaluators or mentee letters. In consultation with relevant program faculty, the director or his/her designee will review the case and prepare a statement.

The candidate will be given a copy of the secondary unit’s statement together with the statement of the home department, and must acknowledge receipt of both statements in a written response (Step 10).

6) **Selecting the T&P Subcommittee (Step 11):** In tenure cases with appointments in two departments, the T&P Subcommittee should include, in addition to the two representatives from the home department, one representative from the secondary department who participated in the evaluation process. The chair of T&P will inform the chairs of both departments which T&P members will serve on the Subcommittee. For secondary programs, no additional representative will be appointed to the Subcommittee.

7) **Contents of the candidate’s dossier (Step 12):** The tenure dossier will contain the following additional materials: i) correspondence between the candidate and the secondary unit; ii) correspondence between the home department and the secondary unit; iii) evaluations and a teaching statement from the secondary unit; iv) the statement on the candidate from the secondary unit together with the candidate's response; v) the original MOU (whether composed at hire or at the 4th year review) and any subsequent revisions.

8) **Confidential letters from the department (Step 13):** Tenured members of secondary departments will not be required to write a confidential letter, in part because most members of secondary department will not have access to the full dossier. However, such faculty members will receive a written invitation from the Secretary of the Faculty to submit a letter directly to the Secretary of the Faculty, but addressed to the chair of T&P. Unlike Additional Letters in standard tenure cases, these letters will be accepted into the case without the notification of the candidate.

9) **T&P discussion and vote (Step 16):** The chair of the Committee will also inform the chair or director of the secondary unit in writing of the Committee's vote (Step 16). If the T&P Committee has an evenly split vote or rejects a case that was supported by two-thirds or more of the home department, the chair or director of the secondary unit will be notified along with the home department. Only in the case of a secondary department will the chair (or a designee) attend the meeting required by Step 16. If a case is tabled (Step 17), the chair of the Committee will also notify in writing the chair or director of the secondary unit. The final disposition of the case will be reported in writing to the chair or director of the secondary unit at the same time as to the candidate (Step 18).