Proposed Addition to Statement 11:
New T&P Procedures for faculty with a primary appointment in one department and responsibilities in another department or program

Rationale for this addition:
The AS&E Tenure and Promotion Committee was charged with providing procedures to guide the tenure review process for new faculty who are hired with appointments based in a single department and with additional responsibilities specified to a secondary department or program. For the purposes of this document the word “unit” means department or program. The recently established cluster hires are examples of such appointments. We are proposing that the procedures below be inserted into Statement 11 as Part 2, "Tenure and promotion procedures for faculty with a primary appointment in one department and responsibilities in another department or program." These new tenure procedures will apply to any faculty member who was hired under a memorandum of understanding (MOU) involving two units or who has, by the end of their 4th year review, negotiated an MOU with the relevant units and dean. In promotion cases, these procedures will apply to those faculty members who have negotiated such an MOU at least two years before applying for promotion.

We expect that all such hires will have their primary appointment within a single home department, with additional responsibilities within a secondary unit as specified in the MOU. During tenure review of faculty with such appointments, secondary units will make recommendations to the home department, but will not vote.

Proposed Addition to Statement 11
Part 2: Tenure and promotion procedures for faculty with a primary appointment in one department and responsibilities in another department or program

These tenure and/or promotion procedures will apply to any faculty member who was hired under a memorandum of understanding (henceforth “MOU”) involving a primary department and a secondary department or program. We expect the MOU to identify a single department within which the candidate’s primary appointment will reside. In addition, the MOU will specify any additional responsibilities for scholarship, teaching, and/or service within a secondary program or department (henceforth “secondary unit”). These modified T&P procedures are intended to solicit input from the secondary unit relevant to the candidate’s particular responsibilities to that unit, which must be specified in the MOU.

These procedures will also apply to any faculty member who has negotiated an MOU with the relevant units and dean by the end of their 4th year review. In promotion cases, these procedures will apply to those faculty members who have negotiated an 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) When the candidate’s application for tenure has been completed by the candidate and primary department, it should be sent to the chair or director of the secondary unit to allow that unit the opportunity to comment and suggest revisions. Approval of the final application is the responsibility of the primary department.

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 relevant, it will assist the home department in finding current contact information for mentees (Step 4).

3) Choosing External Evaluators (Step 5): In cases where the MOU specifies a research component in the secondary unit, the home department must consult the chair or director of the secondary unit when considering the selection of external evaluators. The purpose of this consultation is to identify scholars with expertise as close as possible to the candidate’s research area. The final decision on the list will rest with the home department, in consultation with the T&P committee, as outlined in Statement 11.

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

5) Departmental discussion and vote (Step 8): The director or chair of the secondary unit will appoint and chair a subcommittee consisting of three tenured faculty members. If there are fewer than three tenured faculty in the secondary unit, then the subcommittee will be formed by the director or chair of the secondary unit in consultation with the T&P committee. Only these representatives of the secondary unit will review the dossier and prepare a statement evaluating the candidate’s contributions.

The contents of the dossier provided to the secondary unit will be governed by the candidate’s particular responsibilities as specified in the MOU. In cases where the MOU specifies a research component in the secondary unit, the subcommittee will have access to the full dossier provided to the primary department, including letters from External Evaluators. In cases where only teaching and service are included in the candidate’s responsibilities to the secondary unit the subcommittee will have access to a partial dossier: this will include relevant mentee letters but not the letters from External Evaluators.

The secondary unit will not take a formal vote, but will generate a statement evaluating the candidate's contributions in those areas relevant to that unit as specified in the MOU (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. 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) Contents of the candidate’s dossier (Step 12): The tenure dossier will contain the following additional materials: i) any correspondence between the candidate and the secondary unit about the case; ii) correspondence between the home department and the secondary unit about the case; 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 and any subsequent revisions.

7) Confidential letters from the department (Step 13): Tenured members of secondary units will not be required to write a confidential letter. 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.

8) T&P discussion and vote (Step 16): The chair of T&P will include the chair or director of the secondary unit in the communication to the candidate and primary department required in Step 16.

9) T&P recommendation to table a case. If a case is tabled (Step 17), the chair of the Committee will include the chair or director of the secondary unit in the communication to the candidate and primary department required in Step 17.
10) After the dean has been notified of the Trustees’ decision (Step 18) he or she will communicate that decision to the chair of the primary department, who then communicates with the candidate and chair or director of the secondary unit.