Date: April 21, 2010

To: Faculty Senate
From: Faculty Affairs
Re: Expedited Tenure Review

The intent of the proposed policy is to allow for Expedited Tenure Review in extraordinarily meritorious cases. The goal is to preserve the essence of our current P&T process, while retaining the faculty role in the tenure decisions and upholding the criteria and standards of MSU’s Faculty Handbook. The proposed policy makes clear that while the award of tenure at another institution is necessary for the award of tenure at MSU, it is not sufficient in this expedited process. At the same time, the policy is intended to allow Montana State University to be more competitive in its attempt to attract the highest qualified faculty and administrators.

Typically new faculty and administrative hires follow the standard six-year tenure review process as presented in the Faculty Handbook (Section 610.00). However, for extraordinarily meritorious candidates, one of two Expedited Tenure Review processes may be initiated during the hiring process. Since tenure is granted by the university in accord with criteria established by specific departments, administrators must negotiate and identify a department in which they would like to stand for tenure prior to the time they request an expedited review. This department’s Primary Review Committee will then provide an expedited review, as described below. If not pursuing an expedited review, the administrator must declare a locus of tenure by the time of hire.

The first process allows the candidate to submit a personal statement and curriculum vitae for review by the Primary Review Committee before a job offer is made.

The second expedited review process can occur after the candidate has accepted a job offer here. Both processes are presented in detail below.

Job descriptions and job announcements will clearly state that all candidates are expected to demonstrate they can meet the tenure requirements of their primary department if they accept an Expedited Tenure Review.

Proposed Policies

Process One: Tenure Recommendation at Hire:

In extraordinarily meritorious cases, finalists who have received tenure at a comparable or more rigorous university may be eligible for an Expedited Tenure Review. If a finalist and the hiring authority agree that an Expedited Tenure Review will be requested, the hiring authority will forward the candidate’s job application materials (typically a personal statement, a complete curriculum vitae, and documentation of receipt of tenure at a prior institution) to the Primary Review Committee to determine if, in the committee’s judgment, the candidate would be recommended for tenure. If the primary committee determines the candidate would be recommended for tenure, the decision will be one of record upon hire. However if the primary committee is unable to make a positive recommendation, there will not be a decision of record by the Primary Review Committee.

If the new employee has received a favorable outcome of record from the Primary Review Committee during the hiring process, his or her Personal Statement, CV, and letter of hire will next be evaluated by the appropriate levels of review beyond the Primary Review Committee. The supervisor will be responsible for ensuring that the
review up through the UPTC making its recommendation to the Provost is completed within six months of the start date. The Provost will then have 15 days to make his or her recommendation to the President.

**Process Two: Expedited Tenure Process after Hire:**

If the new employee was not reviewed or did not receive a favorable outcome from the Primary Review Committee but has in hand a letter of hire that grants an Expedited Tenure Review, the candidate will submit a dossier to the immediate supervisor, who will initiate the review process. The dossier will contain the following typically required items for a standard tenure review (see [www.montana.edu/wwwprov/PTDocs](http://www.montana.edu/wwwprov/PTDocs)):

- Letter of Hire
- Cover sheet, including indication of the selected area of accomplishment
- Complete Curriculum Vitae
- Personal Statement
- Any additional materials that the candidate would like to provide, recognizing that it is the candidate’s responsibility to prepare and present sufficient evidence for P&T committees and individuals to make an informed decision
- Documentation of receipt of tenure at a prior institution.

The primary committee may request any or all of the following typically-required elements, if they deem them necessary to complete their evaluation:

- External peer review letters.
- An assessment of teaching.
- Internal peer reviews.

The supervisor will submit this information to the appropriate review committees and individuals, and the supervisor will be responsible for ensuring that the review is completed within six months of the start date.

1. The recommendation of the University P&T committee will be forwarded directly to the provost as soon as possible following the completion of its review.
2. Upon receipt of all prior review level recommendations, the provost shall make a recommendation to the president within 15 days. The president’s recommendation will be forwarded to the Office of the Commissioner of Higher Education for consideration by the Board of Regents as soon as possible for inclusion on a Board agenda.
3. This Expedited Tenure Review is not to be considered a Special review as defined by Section 615.0 of the Handbook. Thus, this Expedited Tenure Review can only be initiated by the candidate and his or her hiring authority.

**Note:** This proposed expedited tenure at hire process is meant for use only during AY 2009-2010 and is agreed to set no precedent whatsoever for future Tenure at Hire policy, which remains under development.
Eligibility for Special Review

A. Faculty members may be reviewed at times other than those required for third year, tenure, and promotion. A special review may be recommended to the President by the department review committee, department head, college review committee, college dean, University Promotion and Tenure Committee or the Provost and Vice President for Academic Affairs.

B. If the recommendation is accepted by the President, he or she shall initiate a special review by sending a written notice to the faculty member. The notice of special review shall set forth the nature of the review and identify appropriate deadlines for its conduct. A special review shall be conducted by the Primary Review Committee or by a special review committee composed of academic faculty.

C. Special review shall supplement rather than replace third year reviews, or reviews for tenure and/or promotion.

D. Expedited tenure reviews are distinct from special reviews. The possibility of expedited tenure may be offered an expedited review at the time of hire if the newly hired employee has already received tenure at a comparable institution and is judged to be extraordinarily meritorious. Expedited tenure options are outlined in Handbook Section 615.1.

Revised, July 1999.