Folks:

I am asking your assistance to work with your chairs and directors regarding preparation of dossiers for 2002-03. The process will be modified this year and, as a result, we will request dossiers be submitted no later than June 1, 2002.

Based on my review of Promotion and Tenure cases this year, I will be making several procedural modifications for the coming year. I ask that candidates wait until we have distributed these changes before completing their dossiers. Among the more important changes are:

1. Each dossier must have a minimum of three independent evaluations, not letters of reference. Independent evaluations are those that come from recognized peers who do not have a personal relationship with the candidate or a stake in the outcome of the decision. Evaluations from a PH D advisor or examination committee, co-authors, graduate school colleagues, etc. will not be counted toward this minimum requirement. Dossiers are expected to explicitly attest that evaluators do not have a personal relationship with the candidate.

2. Deans, chairs and directors should strongly discourage candidates who desire an early tenure decision; i.e. before the sixth year of probation. I am very unlikely to approve a tenure decision prior to the sixth year of the probationary period. In this regard, I request that your letters of appointment clearly specify the year of the tenure decision.

I will have a comprehensive list of modifications no later than April 15th.

Thanks for your assistance in this matter.
Steve