

## Tenure Recommendations:

Initial section of the memo

Tenure recommendations to be presented at the October Board of Trustees meeting are due in this office no later than the third Friday of July. The materials necessary for the University Tenure Committee to review recommendations are listed below. The Tenure Committee will meet in early fall. Incomplete packets will be returned to the Department Chair, which may delay tenure decisions.

Note: Please send one electronic pdf copy to Robin Hanckel at [hanckelr@musc.edu](mailto:hanckelr@musc.edu).

### **Candidates for Tenure Checklist of Materials to Be Submitted**

- Letter of recommendation from the dean, indicating the basis for tenure
- Letter signed by Chair of the College APT Committee reporting results of review by college appointment, promotion and tenure committee indicating the basis for tenure
- Letter of recommendation from the department chair (and departmental review committee, if applicable) outlining the significant past contributions to MUSC (or previous institution for new appointments) and expected future contributions to the MUSC community indicating the basis for tenure
- Personal statement outlining the significant past contributions to MUSC (or previous institution for new appointments) and expected future contributions/goals to the MUSC community indicating the basis for tenure, including contributions to service obligation, e.g., service on committees dedicated to institutional advancement
  - Detailed current curriculum vita, including appointments, grants, publications, teaching and service
  - Letters of recommendation that specifically recommend tenure and address the MUSC tenure criteria from at least three outside tenured (or tenure equivalent) faculty who can provide an unbiased assessment
  - Evidence of teaching experience and effectiveness
- Evidence of experience and effectiveness in institutional service

Please refer to your college's criteria for tenure in addition to the University criteria specified in the Faculty Handbook.

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